CO:WRITER® 4000

Installation

Start here. Use these instructions to install Co:Writer 4000 on your computer from the CD package.

p. 3

Getting Started

Use these step-by-step lessons to see some of what Co:Writer 4000 can do before you start using it in your classroom. There's a quick walk through setting up a writer file and tutorials on how to change the appearance and prediction options. An advanced tutorial walks you through creating a topic dictionary.

p. 9

User Guide

Rely on this guide for authoritative information about features and how-to instructions. The User Guide includes the most complete information on Co:Writer 4000's features, including practical use of the program.

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Teacher Materials

Here are some ideas on how to set options to accommodate special needs and use color features effectively with Co:Writer 4000 in your classroom.

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Appendix/Index

Complete key equivalents, a list of default settings and compatibility tips for Co:Writer 4000. It also contains a comprehensive index (p.175).

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CO:WRITER® 4000

Installation

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Minimum System Requirements

Macintosh

- Macintosh PowerPC 200 MHz or faster
- Mac OS 8.6 to 9.x
- 16 MB RAM for Co:Writer
- 16 MB available hard disk space
- 256-color monitor
- MacinTalk3 (supplied with Apple system software)
- Word processor or other program that accepts text input

Windows

- Pentium 150 MHz PC or faster
- Windows 98, ME, 2000, or XP
- 16 MB RAM for Co:Writer
- 16 MB available hard disk space
- 256-color monitor
- Sound Blaster® or compatible sound card for speech
- ViaVoice 4.7 (supplied with installer)
- Word processor or other program that accepts text input

Copyright

One Copy, One Computer

If you have purchased a single copy of Co:Writer 4000, you may install and use it on a single computer according to the terms of your Software License Agreement. Install this program onto your hard drive and keep your original CD as your backup.

Licenses

If you have purchased a software license, you may install and use Co:Writer 4000 according to the terms of your License Contract. Keep your original CD(s) as your backup(s).

Directions for Windows®

Installing Co:Writer 4000

1 Insert the CD into drive.

2 Double-click the My Computer icon.

3 Double click the CoWriter 4000 CD icon.

You will see two setup icons — US English (uses American dictionary) and UK English (uses British dictionary).

4 Double click the CoWriter Setup icon for the version you want to install.

5 Follow the on-screen instructions.

Note: If you want to install Acrobat Reader, double-click the Acrobat Reader Installer icon and follow the on-screen instructions.

Your original CD is your backup disk.
Co:Writer 4000 is now on the hard drive.

Write:OutLoud® v3 Updater

An updater for Write:OutLoud v3 is included as a custom install option. This update fixes some speech problems. To install the update:

1 Double-click the CoWriter Setup icon.

2 At the Setup Type dialog, choose Custom Install, then click Next.

3 Click the checkbox next to WOL Update, and follow the on-screen instructions.

Launching Co:Writer 4000

1 Locate the Co:Writer 4000 shortcut on your desktop.

2 Double-click the shortcut icon.

3 Follow the on-screen instructions to set up a writer file and begin using Co:Writer 4000.

OR

1 Click Start.

2 Click Programs.

3 Click CoWriter 4000.

4 Follow the on-screen instructions to set up a writer file and begin using Co:Writer 4000.

Directions for Macintosh®

Installing Co:Writer 4000

1 Insert the CD into the drive.

2 Double-click the CoWriter 4000 CD icon.

3 When the CoWriter 4000 window opens, choose the version you want to install:

- For the American English version, double-click the US folder.
- For the British English version, double-click the UK folder.

4 Double-click the CoWriter_4000 Installer icon.

5 Follow the on-screen instructions.

Note: If you want to install Acrobat Reader, double-click the Acrobat Reader Installer icon and follow the on-screen instructions.

Your original CD is your backup disk.
Co:Writer 4000 is now on the hard drive.

Launching Co:Writer 4000 the First Time

During installation, an alias of the application icon for Co:Writer 4000 was also added to your Apple Menu Items folder.

1 From the Apple menu, select the CoWriter icon.

2 Follow the on-screen instructions to set up a writer file and begin using Co:Writer 4000.

OR

1 Locate the Co:Writer 4000 folder. Double-click to open it.

2 Double-click the CoWriter application icon.

3 Follow the on-screen instructions to set up a writer file and begin using Co:Writer 4000.

For additional information, see *Getting Started* and *User Guide*.

What is Installed

The Co:Writer 4000 Directory

The Installation program creates a new folder on your hard drive called **CoWriter 4000**. You may specify a different name and/or location than the default for the Co:Writer 4000 folder. However, you must keep the main directory of the folder the same.

- Getting Started file
  - 1_Getting Started file (Windows)
  - !Getting Started file (Macintosh)
- CoWriter application file
- Co:Writer Help files
  - CoWriter Help file (Windows)
  - CoWriter Help folder (Macintosh)
- CW System folder — (Note: Do not move this file.)
- Dictionaries folder — Co:Writer's Main Dictionaries are stored in this folder
- My Templates folder — Co:Writer saves templates you create to this folder
- My Topics folder — Co:Writer saves personalized Topic Dictionaries in this folder
- Read Me file (in PDF format)
- Reference folder — On-line version of the manual in PDF format, viewable with Adobe Acrobat Reader

Note on printing the PDF file: Because of the length of the manual, the PDF files can be large. Depending on your print driver and printer memory, you may need to print the manual in smaller units (i.e.10-50 pages at a time). The manual is designed to print on letter-size paper, but can also be printed on A4 paper (check "Fit to Page" option in print dialog).

- SimpleText application file (Macintosh only)
- Text Files folder — For Topic Dictionaries source material. Includes sample text files "Animals" and "Treasure Island" (the Start-to-Finish® version)
- Topics folder — Contains Co:Writer Topic Dictionaries that are available to all users. This is also the default folder for new Topic Dictionaries
- Writer Files folder — Co:Writer will save writer files for each individual user in this folder. Several writer file templates are also installed
- CW Connect2.dll (Windows only)

DJ Speech Access 2

This file is installed in the Extensions folder, and is necessary for all of the speech options in Co:Writer 4000 to work correctly.

ViaVoice (Windows only)

ViaVoice is required for the speech features in Co:Writer 4000.

CO:WRITER® 4000

Getting Started

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Lesson 1

Set Up and Use Co:Writer 4000

The first time you launch Co:Writer 4000, it will step you through setting up a writer file and getting connected to your word processing program.

Launch Co:Writer

Macintosh

Locate the CoWriter 4000 folder on your hard drive and open it. Double-click the CoWriter application icon.

Windows

Select Co:Writer 4000 from Programs in the Windows Start menu.
OR
Locate the CoWriter 4000 folder on your hard drive and open it. Double-click the CoWriter application icon.

Set Up and Name a Writer File

1) After Co:Writer 4000 launches, you see the Welcome to Co:Writer screen.

Welcome
to Co:Writer
The next few screens will help you get started.
To use CoWriter you will need your own "Writer File".
This will store your settings and choice of dictionaries.
I already have a writer file
Next

Macintosh

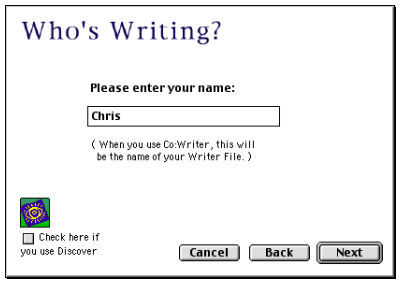
Welcome
to Co:Writer
The next few screens will help you get started.
To use CoWriter you will need your own "Writer File".
This will store your settings and choice of dictionaries.
I already have a writer file
Next

Windows

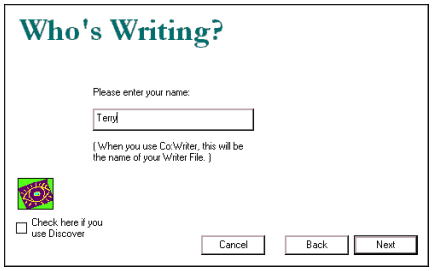
Note: If you are upgrading from a previous version of Co:Writer, you can use your current writer file if you want. Click ***I already have a writer file*** to locate and open your existing writer file.

Select ***Next*** to continue.

You need to name your Writer file, so Co:Writer presents the Who's Writing screen.



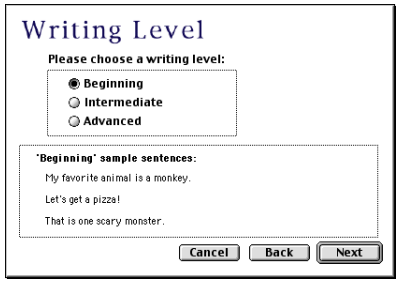
Macintosh



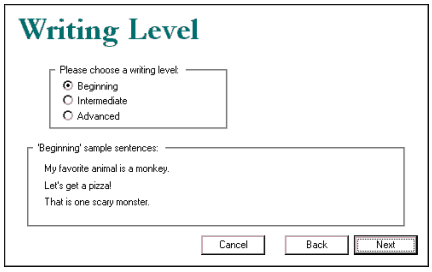
Windows

2) Type in your name (or the name of the student you are setting this up for). If the writer uses Discover or other alternate input to access the computer, click the Discover checkbox.
3) Select ***Next***.

The Writing Level screen is next. The choices you make in the Writing Level screen affect the default settings that Co:Writer assigns to this writer file.



Macintosh



Windows

4) Use the radio buttons to select the writing level. Look at the sample sentences for each writing level to help decide which level is most appropriate.
5) Select ***Next***.

Note: You can make changes to the settings any time you use Co:Writer. Co:Writer will save and remember your most recent settings for next time.

Set Support Level

Now you will be asked to choose a Support Level.

Macintosh

Windows

The choice you make in the Support Level screen affects how often Co:Writer 4000 offers you guesses.

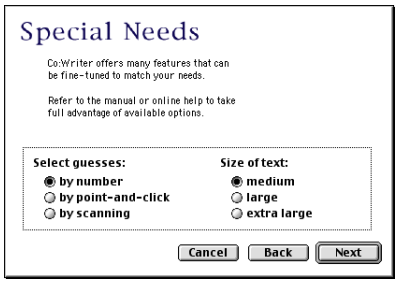
Show Guesses:	**Level of Support:**
• always	➠ Guesses will appear with each letter you type
• as needed	➠ Guesses will appear for a word only if you: - type one or more letters, then - press the right arrow key ⇢

Select the options you desire. Then click ***Next***.

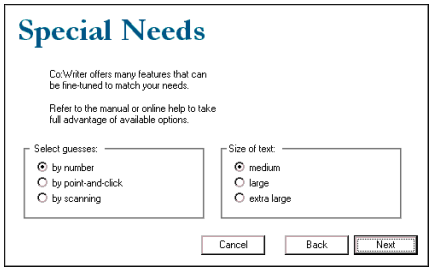
Note: You can make changes to this setting any time you use Co:Writer. Select ***Predict as Needed*** (Format menu) to change the support level for your writer file. Co:Writer 4000 will save and remember your most recent settings for next time.

Set Special Needs Options

If you checked the ***Check here if you use with Discover*** checkbox in the Who's Writing screen, you are presented with an additional dialog after the Support Level screen, the Special Needs screen. If you did *not* check it, skip ahead to "Connect Co:Writer 4000 to Another Program," p. 14.



Macintosh



Windows

When you select options in this screen, Co:Writer 4000 automatically adjusts some settings to help make alternate input easier. The choices made in the Special Needs screen affect the default settings as listed below:

Select Guesses:	**Options that change:**
• By numbers	➠ Word choices will be numbered
• By point-and-click	➠ Word choices will *not* be numbered
• By scanning	➠ Word choices will be numbered Word choices will be scanned automatically to allow selection with Spacebar or a switch

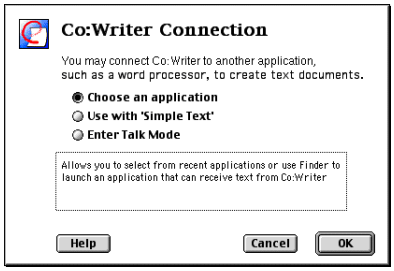
Size of Text:	**Font size changes to:**
• Medium	➠ Geneva / Arial 18 pt
• Large	➠ Geneva / Arial 24 pt
• Extra large	➠ Geneva / Arial 48 pt

Select the options you desire. Then click ***Next***.

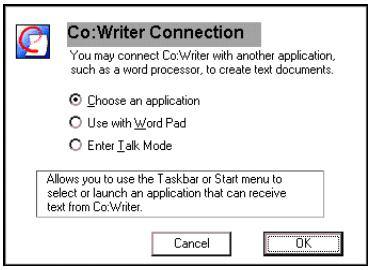
Note: You can make changes to the settings any time you use Co:Writer 4000. Co:Writer 4000 will save and remember your most recent settings for next time.

Connect Co:Writer 4000 to Another Program

Now that your writer file is created, you will be prompted to select a word processor or other text program to use with Co:Writer 4000 in the Co:Writer Connection dialog.


Co:Writer Connection
You may connect Co:Writer to another application, such as a word processor, to create text documents.
Choose an application
Use with 'Simple Text'
Enter Talk Mode
Allows you to select from recent applications or use Finder to launch an application that can receive text from Co:Writer
Help
Cancel
OK

Macintosh


Co:Writer Connection
You may connect Co:Writer with another application, such as a word processor, to create text documents.
Choose an application
Use with Word Pad
Enter Talk Mode
Allows you to use the Taskbar or Start menu to select or launch an application that can receive text from Co:Writer.
Cancel
OK

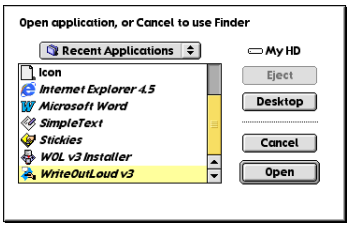
Windows

- ***Choose an application*** — Select this option to choose the word processing or text program to use with Co:Writer 4000.
- ***Use with Simple Text*** (Macintosh) or ***Word Pad*** (Windows)— Select this option to launch and use your system's text program with Co:Writer.
- ***Enter Talk Mode*** — Select this option to use Co:Writer for communication, without sending sentences to a text program.
- ***Cancel*** — Select this option to launch Co:Writer in "normal" mode, but without connecting it to any application.

Because of differences in operating systems, connecting to applications is somewhat different between the Macintosh and Windows platforms.

Macintosh

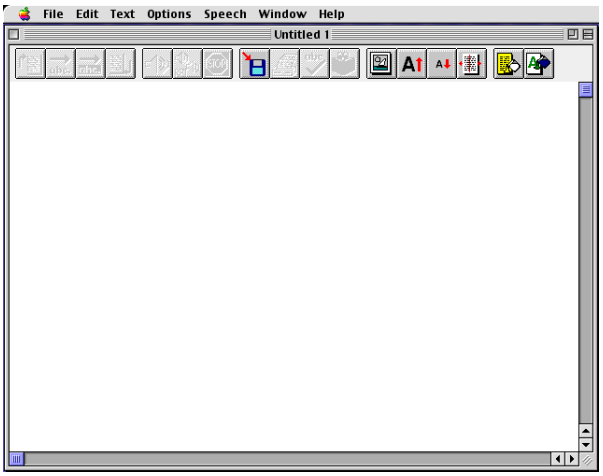
1) For this tutorial, choose the first option, ***Choose an application***.
2) Use the dialog to select the program you want to use. Co:Writer automatically lists your "Recent Applications."



If the application you want to use is *not* listed, use the directory dialog to navigate to it. Or, click ***Cancel*** and select an application from the Finder (desktop).

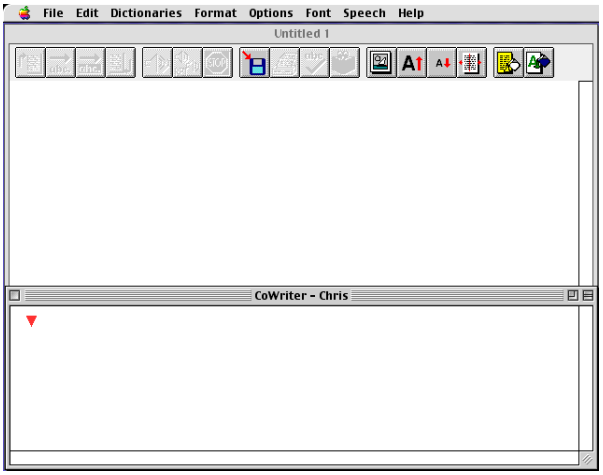
3) Select the application you want to use and click ***Open***.

The application will launch. Usually, an untitled document will appear.



Untitled document in Write:OutLoud® (Don Johnston Incorporated)

4) Press the wakeup key (default is + or =) to "wake up" Co:Writer and bring it to the foreground.



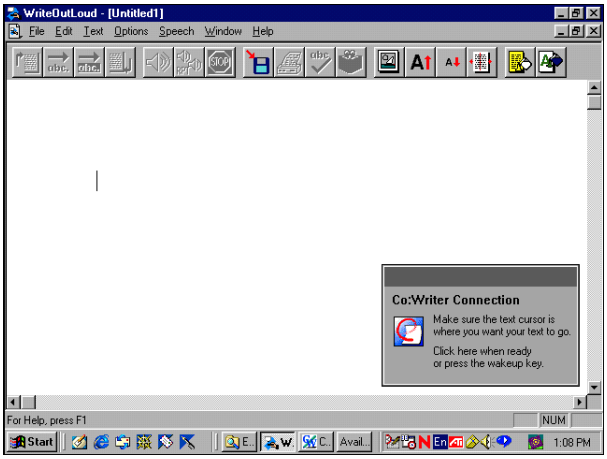
Co:Writer window is active, with Write:OutLoud document ready to receive text.

You are now ready to start using Co:Writer 4000. Skip ahead to "Use Co:Writer 4000," p. 18.

Windows

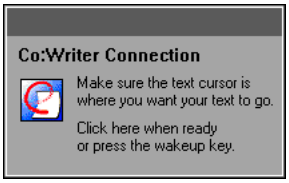
1) For this tutorial, choose the first option, ***Choose an application***. Co:Writer 4000 opens the Windows Start menu and prompts you to select the application or document you want from either the Taskbar or Start menu.

2) Select the document or application you want to use.
   - If you select from the Taskbar, Co:Writer 4000 brings that window to the foreground.
   - If you select from the Start menu, the application launches and opens a window.



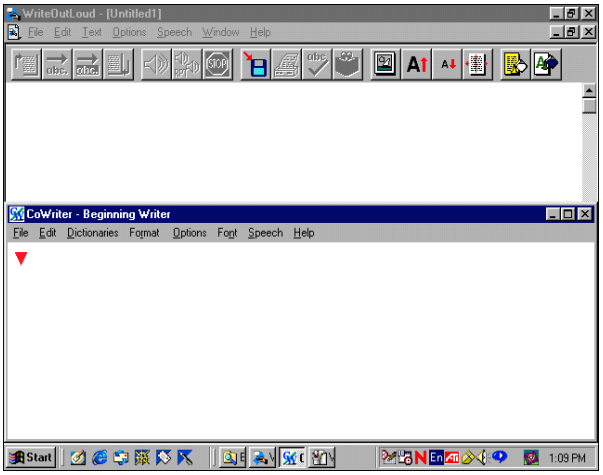
Untitled document in Write:OutLoud® (Don Johnston Incorporated)

3) When the application is open, a dialog prompts you to position your text insertion cursor and wake up Co:Writer 4000.


Co:Writer Connection
Make sure the text cursor is
where you want your text to go.
Click here when ready
or press the wakeup key.

Note: In a complex application, this prompt *may* appear before you have opened a document, or before you have selected and positioned the Type tool. Be sure not to wake up Co:Writer until your document is ready to receive text.

4) Click anywhere in the Co:Writer Connection dialog OR press the wakeup key (+ or =) to "wake up" Co:Writer 4000 and bring it to the foreground.


WriteOutLoud - [Untitled1]
File Edit Text Options Speech Window Help
CoWriter - Beginning Writer
File Edit Dictionaries Format Options Font Speech Help
Start
1:09 PM

Co:Writer window is active, with Write:OutLoud document ready to receive text.

You are now ready to start using Co:Writer 4000.

Use Co:Writer 4000

You write sentences one at a time in Co:Writer 4000. As you begin to type a word, Co:Writer 4000 offers guesses as to what the word is, based on the letters you typed and other factors. If the word you want is in the list of guesses, you select the word and continue to the next word. If the word you want is not on the list, continue typing until it is, or until you finish the word. When you finish your sentence, Co:Writer 4000 will "send" it to your word processing program.

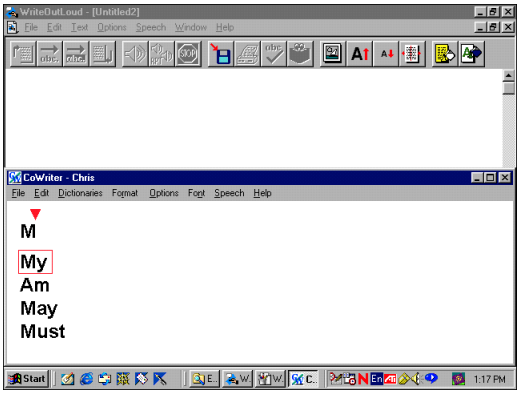
Note: Most of the examples in the following tutorial were made using the default Beginning Writer settings and Windows. If you selected a different writer template or changed any settings, the samples shown may not match what is shown. If you are using a Macintosh computer, there will be some, mostly "cosmetic" differences from what is shown here.

Type in Co:Writer 4000

Let's type a simple sentence.

My name is Chris.*

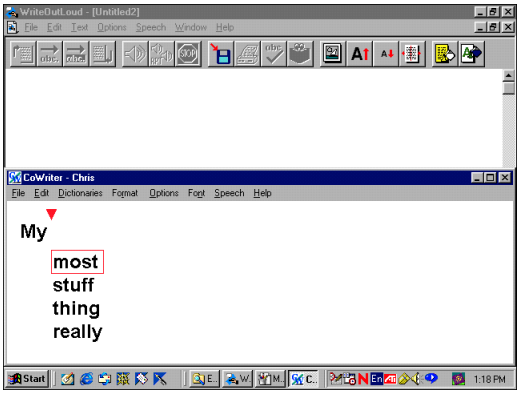
1) Type the first letter of the first word, **m**. There is no need to press Shift to capitalize it — Co:Writer 4000 automatically capitalizes the first word in each new sentence.



Co:Writer 4000 brings up a list of guesses that match the letter you typed AND other options that are set. Because ***Flexible Spelling*** is ON, some choices may not exactly match the letters typed. For more information on ***Flexible Spelling,*** see the *User Guide*.

*Note: You can substitute different names in the sentences to make this tutorial more meaningful to yourself or your students. Just be aware that the samples shown will not exactly match your results.

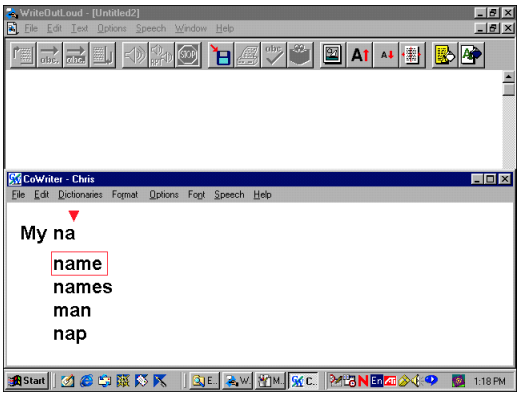
2) The word we wanted, **My**, is the first choice listed. Click it to accept the word.



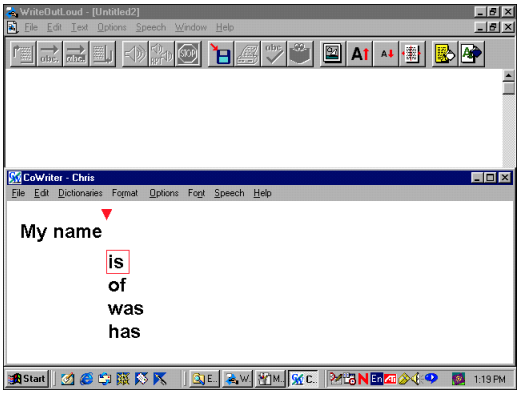
Co:Writer 4000 speaks the word and moves it to the in-line sentence. Now, Co:Writer 4000's intelligence really kicks in. Co:Writer 4000 tries to guess what your next word *might* be, based on grammar and sentence structure, before you even type any letters. This feature is called ***Predict Ahead.***

Tip: All of Co:Writer 4000's writer templates have the Predict Ahead setting ON. You can turn this feature off by selecting ***Predict Ahead*** (Format menu).

3) In this case, none of the choices was the word we wanted, **name**. Type the letters, one at a time, until **name** is on the list of guesses.

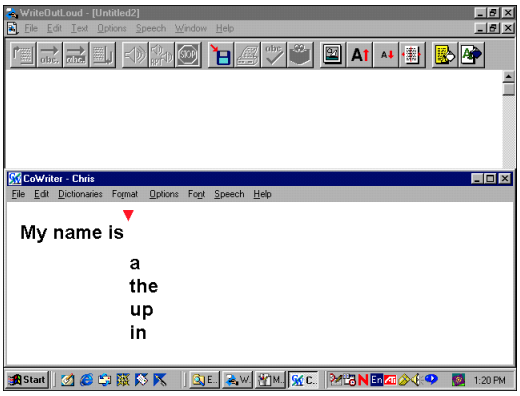


4) When **name** is on the list, click to accept it.



Co:Writer 4000 speaks the word and moves it to the in-line sentence. It also predicts ahead. This time, the word we want, **is**, appears in the guesses.

5) Click to accept **is**.

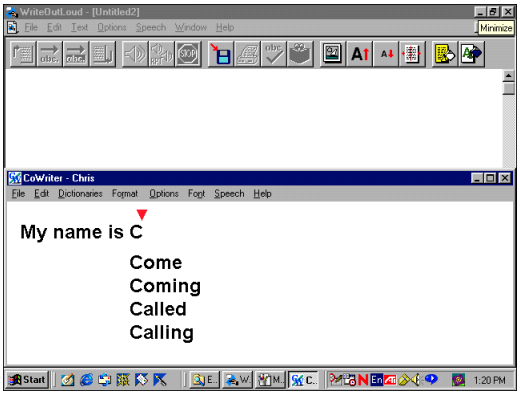


Co:Writer 4000 speaks the word and moves it to the in-line sentence. The next word we want, **Chris**, does not appear in the next set of guesses that are "predicted ahead."

Note: Actually, most personal and proper names are not likely to be included in Co:Writer's main dictionaries. But Co:Writer 4000 will "collect" the names you use after you type them once. You can have Co:Writer predict them as they are collected, or you can transfer the names you want to save into your Personal Dictionary. For more information on ***Collected Words***, see the *User Guide*.

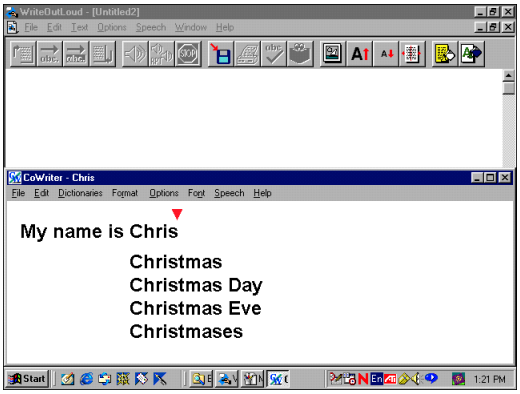
---

6) Type the first letter, **C**.

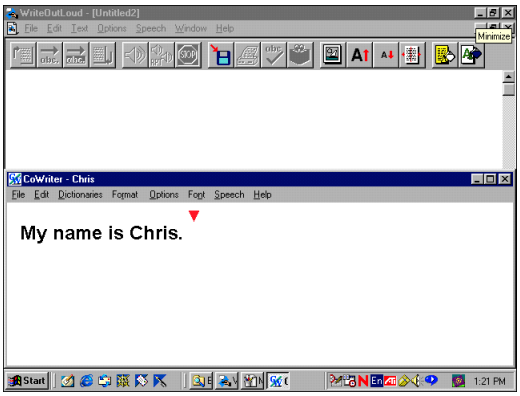


Co:Writer 4000's guesses does not include **Chris**.

7) Continue typing until you have the entire name, **Chris**.



8) Type . to accept the completed word.



When you type final punctuation for a sentence, Co:Writer 4000 "sends" it to your connected word processing program.

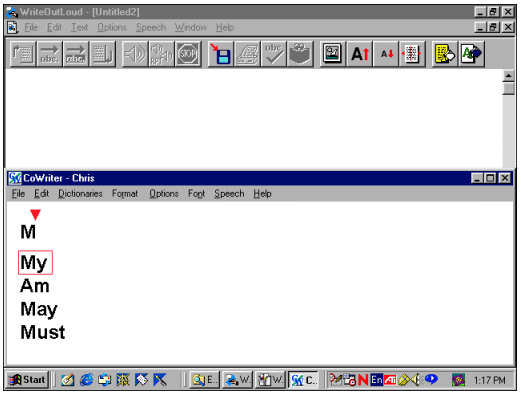
Note: Macintosh users will not see the ***Ready*** status window—but Co:Writer 4000 is still the active application until they click in a different one or choose another in the Application menu.

Continue Typing in Co:Writer 4000

Co:Writer 4000 is still ready to go. Let's type a few more sentences:

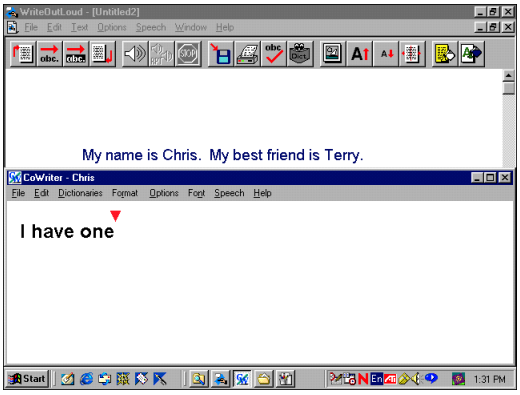
My best friend is Terry. I have one sister.
Her name is Hannah.*

1) Without clicking in the word processing program, type the first letter of the first word, **m**.

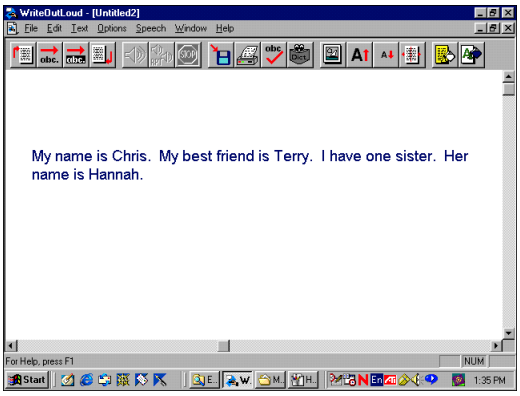


*Note: Again, you can substitute different names in the sentences to make this tutorial more meaningful to yourself or your students. Just be aware that the samples shown will not exactly match your results.

2) Select the word **My**. Continue typing and selecting words until you complete the first sentence.


WriteOutLoud - [Untitled2]
File Edit Text Options Speech Window Help
My name is Chris. My best friend is Terry.
CoWriter - Chris
File Edit Dictionaries Format Options Font Speech Help
I have one
Start
1:31 PM

Whenever you end a sentence with a period (or other ending punctuation), Co:Writer 4000 sends the sentence to the word processor. Co:Writer 4000 "wakes up" automatically when you begin typing again.


WriteOutLoud - [Untitled2]
File Edit Text Options Speech Window Help
My name is Chris. My best friend is Terry. I have one sister. Her name is Hannah.
For Help, press F1
NUM
Start
1:35 PM

Tip: If you want to edit any work or adjust settings in your word processing program, just click anywhere in the word processor to make it the active application. When you're ready to use Co:Writer 4000 again, just press the wakeup key (+ or =) to make it active again.

Quit/Exit Co:Writer 4000

1) Select ***Quit*** (Macintosh) or ***Exit*** (Windows) to quit Co:Writer 4000.

Lesson 2

Change Appearance and Speech Options

Now that you've seen how Co:Writer 4000 works, you may want to adjust speech settings and settings that affect how the Co:Writer 4000 window looks. Some settings you can change are:

- The way the guesses look—how many are shown, how they are arranged
- Speech settings
- Font and colors in the Co:Writer 4000 window
- Size and position of the Co:Writer 4000 window

This section tells you how to change some basic settings.

Note: You don't *have* to change any of the settings — that's why they are called options. If you are satisfied with the default settings, you can skip this section.

Starting Co:Writer 4000

After your first use, Co:Writer 4000 will automatically reopen the most recent writer file upon launch. You can also launch a specific writer file (see "Launch a Writer File," below).

Launch Co:Writer 4000 Application

1) Launch Co:Writer 4000. (For more detailed instructions, see p. 10.)

> **Tip:** To use the New Writer Wizard, select ***Open Writer*** > ! Getting Started file, or press Shift while launching the Co:Writer application.

2) Launch your word processor and connect to Co:Writer 4000. (For more detailed instructions, see p. 14-17.)

> **Tip:** If you set up a template document, open the document when your word processor is the active program. Then wake up Co:Writer.

Launch a Writer File

If you use more than one writer file, or multiple writers use the same computer, you can set up the computer so that you always get the writer file you wanted, regardless of who last used the computer.

1) Locate the CoWriter 4000 folder.
2) Open the Writer Files folder. Locate the writer file you want to use.
3) Double-click to launch the writer file.
4) Launch your word processor and connect to Co:Writer 4000. (For more detailed instructions, see p. 14-17.)

Tip: Make an alias (Macintosh) or shortcut (Windows) of your writer file(s) and keep them on your desktop, in your documents folder, or any other convenient location. Then, launch Co:Writer 4000 from your alias/shortcut.

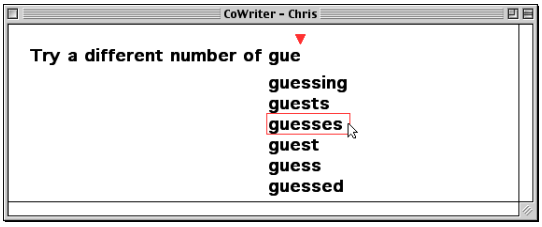
Change the Way the Guesses Look

You can change the way the word choices are displayed and arranged in the Co:Writer 4000 window. You may need to experiment to find settings that work well for you. Any changes you make are automatically saved to the active writer file.

Change Number of Guesses

You can display from zero to nine guesses under the Co:Writer 4000 in-line sentence, depending on your preference and ability. With a higher number of guesses, the likelihood that Co:Writer 4000 will guess your word is greater, but it also increases the difficulty level for reading and selecting guesses.

1) Select ***Number of Guesses > Predict _ Words*** (Format menu). The number of choices in the Co:Writer 4000 window changes to reflect your choice.



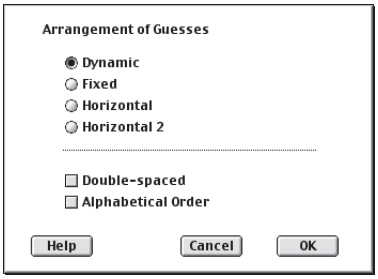
Co:Writer 4000 window with six guesses (Predict 6 Words)

Note: The size of the window will automatically adjust to accommodate the new setting.

Change Arrangement of Guesses

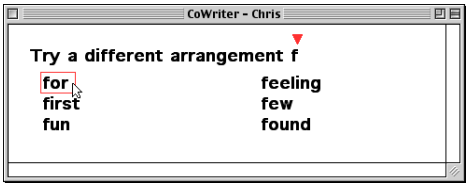
You can arrange your guesses in a number of different ways.

1) Select ***Arrangement of Guesses…*** (Format menu).



In the Arrangement dialog, there are a number of different options. Click ***Help*** for more information on each option.

2) Choose different arrangement options. The Co:Writer 4000 window changes to reflect your choice.



Co:Writer 4000 window with Fixed Arrangement.

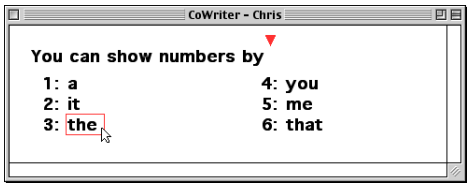
Note: The size of the window will automatically adjust to accommodate the new setting.

Show or Hide Numbers

You can choose to have Co:Writer 4000's guesses numbered, or not, depending on your preference. ***Show/Hide Numbers*** is a toggle command that turns the display of numbers among the word choices on or off. When numbers are hidden, you can select words only with the mouse or by scanning. When numbers are shown, you can also type the number of the guess to select it.

Show Numbers

1) Select ***Show Numbers*** (Format menu). The Co:Writer 4000 window changes to reflect your choice.

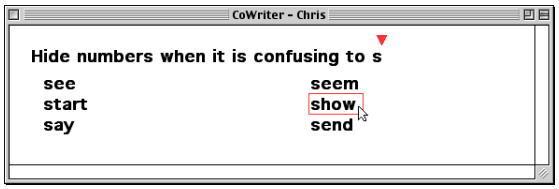


2) Select word choices by typing the number.

Tip: Use ***Show Numbers*** when using keyboard or alternate input to make word selections.

Hide Numbers

1) Select ***Hide Numbers*** (Format menu). The Co:Writer 4000 window changes to reflect your choice.



2) Select word choices by pointing and clicking with your mouse, or by scanning the word choices and pressing Spacebar (or your switch).

Tip: Use ***Hide Numbers*** when using mouse to make word selections, or when the user is confused by numbers in front of the choices.

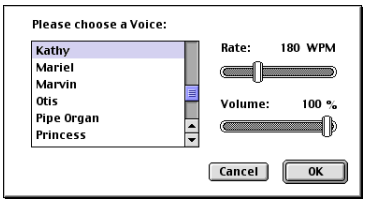
Change Speech Settings

When Co:Writer 4000 is installed, it is set up to use a specific voice and has many speech options turned on. You may want to adjust the speech settings to match your skills or preferences. Any changes you make are automatically saved to the active writer file.

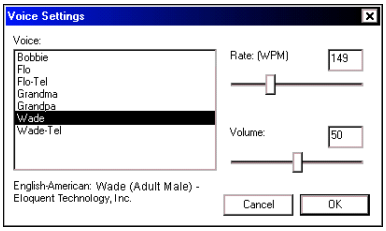
Change the Voice, Volume or Rate of Speech

If you want to use a different voice for speech output, you can change the setting. There are a number of different voices available. You can also adjust the volume, or speed up or slow down the speech feedback.

1) Select ***Voice Settings…*** (Speech menu) to display the Voice Settings dialog..



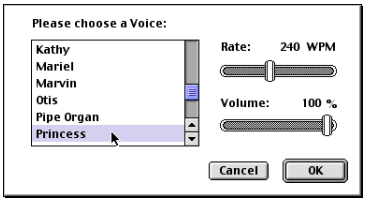
Macintosh



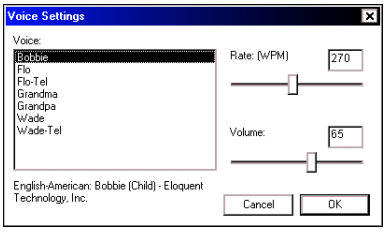
Windows

When you highlight a voice, you will hear a sample of the voice at the selected rate and volume settings.

2) Select a different voice to hear it. Adjust the rate and volume settings as desired.



Macintosh



Windows

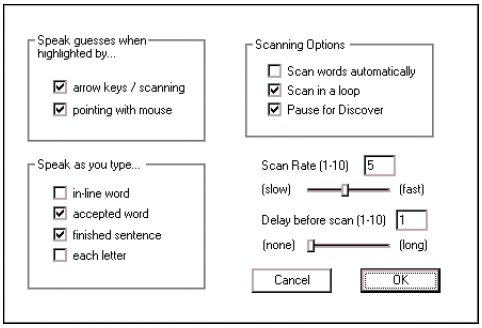
3) When you are done, click ***OK***.

Note: Because voices and speech software are platform-dependent, you may have to reset voice settings if you move your writer file to another computer. Co:Writer 4000 will substitute your settings with default settings if it cannot use the settings you specified.

Change the Speech Options

If you want less (or more) speech feedback as you use Co:Writer 4000, you can change the settings.

1) Select ***Speech & Scanning Options…*** (Speech menu) to display the Speech & Scanning Options dialog.



In this dialog, you can decide when you want guesses and selections spoken in Co:Writer 4000.

2) Click the checkboxes to select (or deselect) options.

3) When you are done, click ***OK***.

Note: You can also set ***Scanning Options*** for alternate input or other special needs in this dialog. For more information on setting Co:Writer 4000 options for special needs, see the *Teacher Guide*.

Turn the Speech OFF

If you do not want *any* speech feedback, even temporarily, you can turn speech off. Select ***Turn Speech Off*** (Speech menu). All speech settings will be unavailable until you turn speech back on. If you want to turn speech back on, just select ***Turn Speech On*** (Speech menu).

Tip: If you are setting up or testing options in student writer files, use ***Turn Speech Off*** to work quietly or to speed up the process after you select the ***Speech & Scanning Options*** for the student. Then, turn the speech back ON before you close the writer file.

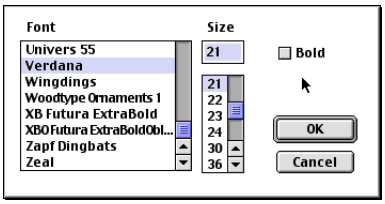
Change Font and Colors

You can change the way the Co:Writer 4000 window looks by choosing a different font, font size, text color, background color or cursor color. You may need to experiment to find settings that work well for you. Any changes you make are automatically saved to the active writer file.

Change Font and Font Size

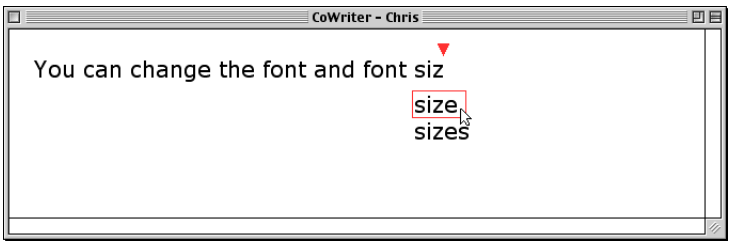
Co:Writer 4000 uses system fonts for its default writer file settings. The font size depends on the options you selected in the New Writer Wizard. Choose from the system fonts and sizes listed in the Font menu, or select another font available on your system.

1) Select ***Other...*** (Font menu).



3) Use the scroll bars to view the fonts available on your system. Click to select the font and size you would like to try.

4) Click ***OK***. The new font settings are now displayed in the Co:Writer window.



Make sure the font and size you choose is easy to read on screen.

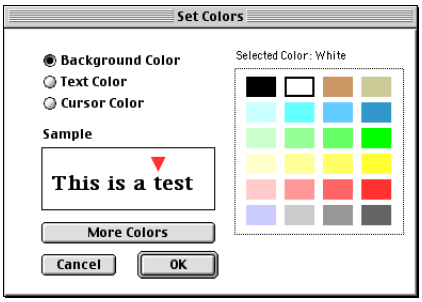
Note: The size of the window may also adjust to accommodate the new setting.

Tip: Because fonts are system-dependent, you may have to reset font and font size settings if you move your writer file to another computer. Co:Writer will substitute your settings with default settings if it cannot use the settings you specified.

Change Colors in the Co:Writer 4000 Window

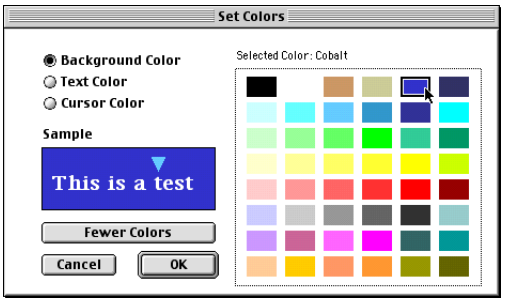
Co:Writer 4000 uses a white window with black text and a red cursor as its default settings. You can change the color of the background, text or cursor in the Co:Writer 4000 window.

1) Select ***Set Colors…*** (Format menu).



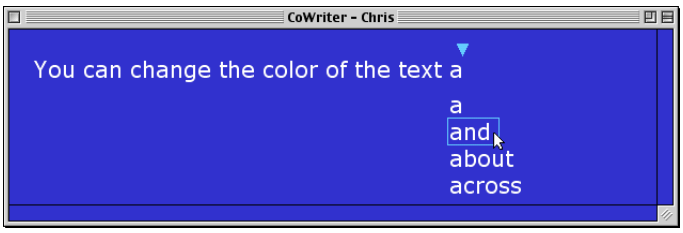
The ***Set Colors*** dialog displays the current color settings.

2) Click ***More Colors*** to see all the color options.



3) Select ***Set Colors…*** (Format menu).

4) Click ***OK***. The colors are now displayed in the Co:Writer window.



Tip: Because brightness level, contrast, and colors can vary from monitor to monitor, and between platforms, you may have to reset color settings if you move your writer file to another computer. For more information on Color Settings, see the *Teacher Materials.*

Adjust the Co:Writer 4000 Window

Try different sizes and arrangements for the Co:Writer 4000 window. Also, try resizing and repositioning the document window for your word processor until you find an arrangement that works efficiently for you.

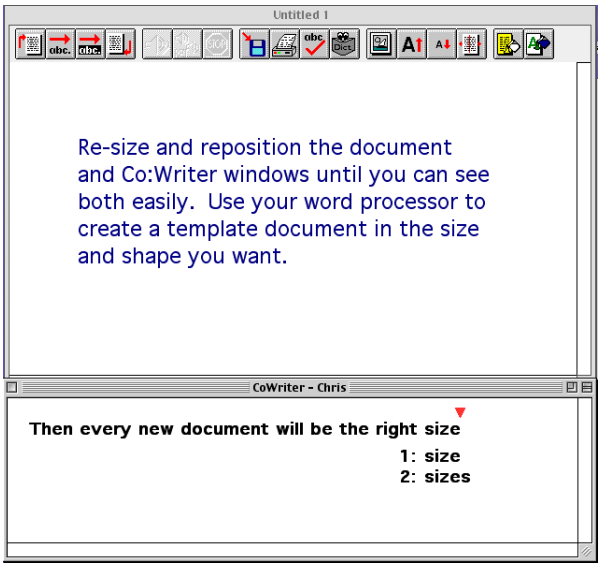
Adjust the Window Position

- Drag the Co:Writer 4000 window by the title bar/taskbar to move it to a new position.
- Besides using the wakeup key, you can click the window when Co:Writer 4000 is in the background to bring it forward and make it the active window.

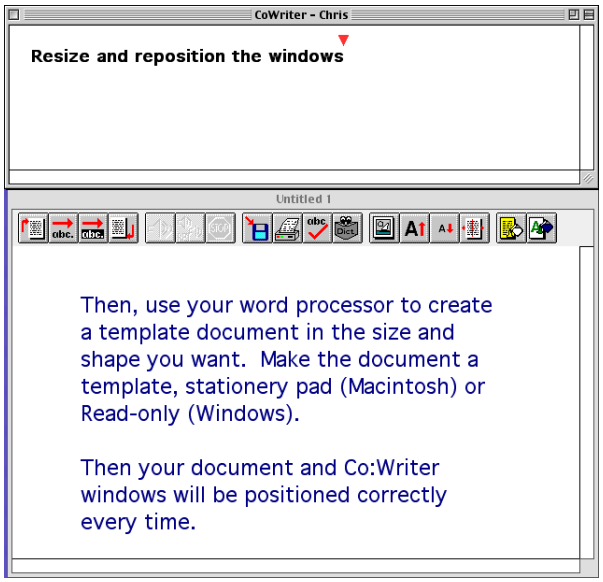
Adjust the Window Size

- Change the size of the window with the size box (Macintosh) or by dragging a corner or side of the window in any direction (Windows).
- Maximize the size of the window by clicking the zoom box (Macintosh) or the maximize button (Windows).

These examples are arranged so that you can view your word processing document without the Co:Writer 4000 window obscuring your view.


Untitled 1
Re-size and reposition the document and Co:Writer windows until you can see both easily. Use your word processor to create a template document in the size and shape you want.
CoWriter - Chris
Then every new document will be the right size
1: size
2: sizes

Co:Writer window positioned below a Write:OutLoud document.


CoWriter - Chris
Resize and reposition the windows
Untitled 1
Then, use your word processor to create a template document in the size and shape you want. Make the document a template, stationery pad (Macintosh) or Read-only (Windows).
Then your document and Co:Writer windows will be positioned correctly every time.

Co:Writer 4000 window positioned above a Write:OutLoud document.

Tip: Many applications will save the size and position of documents and re-open them the same way.

1) Use your word processing application to create a *template* document with the options set up the way you want them.

2) Delete any text and save the document.

3) Close the document and quit the application.

Macintosh

4) From the desktop, make the document a *stationery pad* (File menu> Get Info).

Windows

4) From the desktop, make the document *Read-only* (Properties).

When you open the template document the next time, it will open with the size, position and options you set up. Use ***Save*** (or ***Save As***) to save the document with a name for the current assignment or project.

Note: Some applications do *not* save document size and position.

Quit/Exit Co:Writer 4000

1) From the File menu, select ***Quit*** (Macintosh) or ***Exit*** (Windows) to quit Co:Writer 4000.

Lesson 3

Change Prediction Options

Now that you've used Co:Writer 4000 a bit more, you may want to adjust some settings that affect how Co:Writer 4000 predicts words. Co:Writer 4000 gives you some control over how words are predicted. Some prediction settings you can change are:

- The main dictionary that is used
- Flexible spelling
- Predict In-Line
- The topic dictionaries that are used

This section tells you how to change these settings.

Note: You don't *have* to change any of the settings — that's why they are called options. If you are satisfied with the default settings, you can skip this section.

Starting Co:Writer 4000

After your first use, Co:Writer 4000 will automatically reopen the most recent writer file upon launch. You can also launch a specific writer file (see "Launch a Writer File," below).

Launch Co:Writer 4000 Application

1) Launch Co:Writer 4000. (For more detailed instructions, see p. 10.)

Tip: To use the New Writer Wizard, select ***Open Writer***>! Getting Started file, or press Shift while launching the Co:Writer 4000 application.

2) Launch your word processor and connect to Co:Writer 4000. (For more detailed instructions, see p. 14-17.)

Tip: If you set up a template document, open the document when your word processor is the active program. Then wake up Co:Writer 4000.

Launch a Writer File

If you use more than one writer file, or multiple writers use the same computer, you can set up the computer so that you always get the writer file you wanted, regardless of who last used the computer.

1) Locate the CoWriter 4000 folder.
2) Open the Writer Files folder. Locate the writer file you want to use.
3) Double-click to launch the writer file.
4) Launch your word processor and connect to Co:Writer. (For more detailed instructions, see p. 14-17.)

Tip: Make an alias (Macintosh) or shortcut (Windows) of your writer file(s) and keep them on your desktop, in your documents folder, or any other convenient location. Then, launch Co:Writer 4000 from your alias/shortcut file.

Change the Main Dictionary

When you created your writer file, Co:Writer 4000 assigned a Main Dictionary to it based on the choices you made in the New Writer Wizard. You may want to change the Main Dictionary if the words you want are not being guessed by Co:Writer, or if writing is inefficient at the current level.

Choose a smaller dictionary when:

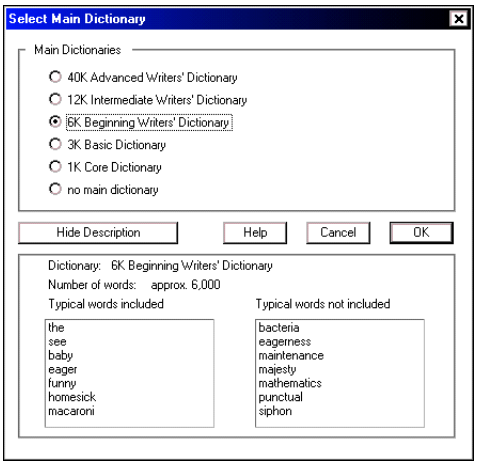
- The writer is at an emergent or very basic writing level
- Word choices coming up are too long or difficult for the writer

Choose a larger dictionary when:

- The writer is typing out many longer words because Co:Writer is not guessing them (probably has lots of words in the Collected Words Dictionary)
- The writer has advanced a writing level

Selecting the Main Dictionary

1) Choose ***Select Main Dictionary…*** (Dictionaries menu). The dialog will show which dictionary is currently selected.
2) Click ***Show Description*** to display the number of words in the dictionary and samples of words typically included and *not* included in the dictionary.



3) Click the radio button next to the name of the dictionary to select it.

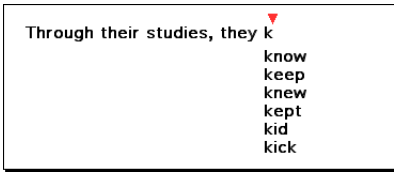
4) Click ***OK***.

Note: You can only select and use one Main Dictionary at a time.

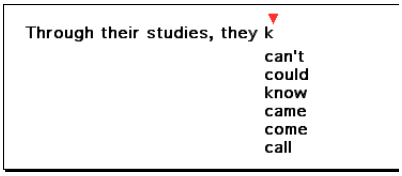
Flexible Spelling

Flexible Spelling… uses phonetic spelling to predict words. Use this feature when the user spells phonetically, frequently omits letters, or is often unsure of the correct spelling of words.

While Flexible Spelling is turned ON, Co:Writer 4000 will offer correctly spelled word choices that are similar to the spelling you are entering, even if vowels are omitted.



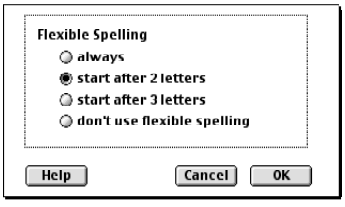
Guesses without Flexible Spelling



Guesses with Flexible Spelling

Check or Change Flexible Spelling Settings

1) Select ***Flexible Spelling…*** (Options menu).



The Flexible Spelling dialog lets you select how you want Flexible Spelling to work. Click ***Help*** for more information on each option.

2) Click to select the option you want.

3) When you are done, click ***OK***.

Note: If you use ***Flexible Spelling***, it is recommended that you use one of the smaller Main Dictionaries — the 6K, 3K or 1K. It can be used with the 12K and 40K Main Dictionaries, but loses much of its effectiveness, particularly with ***Repeat Guesses*** turned on, so it is not recommended.

Note: When ***Flexible Spelling*** is ON, ***Predict In-Line*** is not available.

Predict In-Line

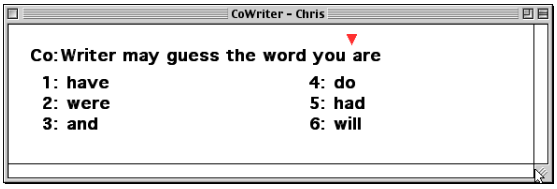
You can choose to have Co:Writer 4000's most likely guess appear right in the in-line sentence in the Co:Writer 4000 window. This setting can save lots of keystrokes for advanced Co:Writer users, but tends to confuse new Co:Writer users because the guess appears in their sentence *before* they type anything.

Note: ***Predict In-Line*** is only available when ***Predict Ahead*** is ON.

If the word predicted "in-line" is the word you want, you just have to press Spacebar to select it. If the in-line guess is not the word you want, you can select any of the other guesses, or continue typing as usual.

Turn Predict In-Line On

1) If Flexible Spelling is ON, select ***Flexible Spelling…*** (Options menu) and select ***Don't use flexible spelling***. Click ***OK.***
2) Select ***Predict In-Line*** (Format menu). The Co:Writer window changes to reflect your choice.



3) Press Spacebar to select the in-line guess. If the in-line guess is not the word you want, you can select any of the other guesses, or continue typing as usual.

If you decide you do not want to use ***Predict In-Line***, just select it again to uncheck the option.

Note: The ***Predict In-Line*** guess is *in addition* to the guesses below the in-line sentence. For example, if you have selected ***Predict 6 Words***, you will now have seven guesses, including the in-line guess.

Note: When Predict In-Line is ON, Flexible Spelling is not available.

Predict As Needed

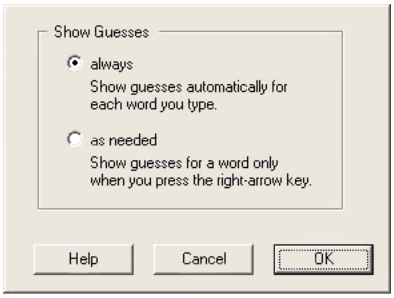
Co:Writer 4000 offers two levels of writing support: guesses can appear for every word, with each letter you type, or you can have guesses appear only when you ask for them.

Predict as Needed is for writers who:

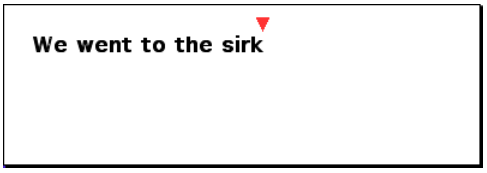
- prefer to type most words on their own, such as "I went to the..."
- only want help with occasional words
- are distracted by guesses that appear with every letter for every word

Turn Predict As Needed On

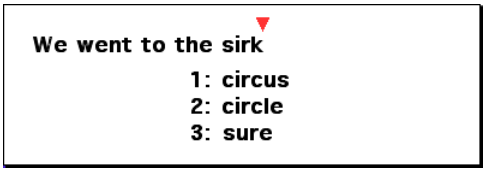
1) Select ***Predict as Needed*** (Format menu). A dialog box will appear.



2) Click to select ***as needed***.
3) Click ***OK***.
4) When you type in the Co:Writer 4000 window, no guesses will appear.



5) To get help with a word, type one or more letters for that word, then press ⇢. Guesses will appear for that word.

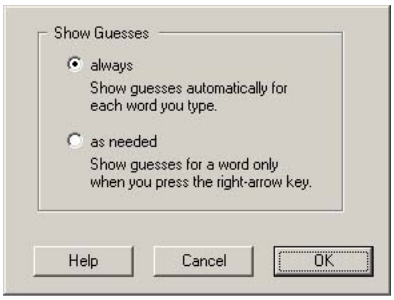


6) Select the word you want, press ⇢ again to see additional guesses, or type the next letter of your desired word.

   Once guesses appear, they will stay on the screen until you have finished that word, and won't reappear until the next time you press ⇢. While guesses are present, you may press ⇢ repeatedly to see additional guesses for that word.

Turn Predict As Needed Off

1) Select ***Predict as Needed*** (Format menu). A dialog will appear.



2) Click to select ***always***.

3) Click ***OK***. The Co:Writer 4000 window will now show guesses for each letter you type.

Tip: You may want to use ***Flexible Spelling*** in combination with ***Predict as Needed*** to provide spelling support for difficult words.

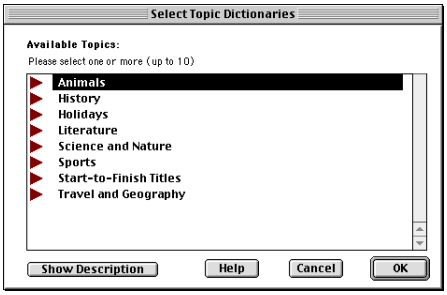
Tip: ***Predict as Needed*** provides a way for teachers to move students (developmentally) to the next level, and to customize scaffolding to meet each individual student's needs.

Use a Topic Dictionary

In addition to the Main Dictionary, Co:Writer 4000 can draw its guesses from one or more Topic Dictionaries. A Topic Dictionary is one which has been created to add or boost the guesses for words and names on a particular theme. A number of sample Topic Dictionaries were included with your Co:Writer program, ranging in size from about 150 words to more than 2200 words.

Select a Topic Dictionary

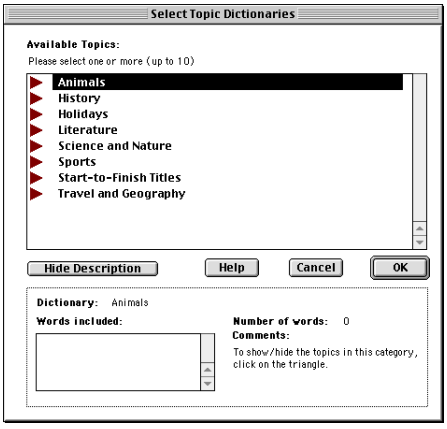
1) Choose ***Select Topic Dictionaries…*** (Dictionaries menu).



The dialog will list available topics and categories (groups of topics). Any active topics will appear at the top of the list.

In the Select Topic Dictionaries dialog, you can see a list of available topic dictionaries. Each category is marked with a colored triangle. To open or close a category, click on the triangle. When open, the triangle will point down, followed by the topics in that category. When closed, the triangle points to the right.

2) Click ***Show Description*** to display more information on the topic dictionary, including a sample word list, number of words and a description of the dictionary.



Note: The ***Words Included*** field displays only the first 100 words in the selected topic dictionary. Use the Topic Dictionary Toolkit or Dictionary Editor to see the entire word list. See the *User Guide* for more information.

3) Click the checkbox next to the topic you want to select.

4) Select ***OK*** to accept your choice.

Active Topic Dictionaries will be stored as part of your writer file. Co:Writer will automatically load them until you de-select (uncheck) them in the Select Topic Dictionaries dialog.

Type About the Topic

Now that you've selected a topic dictionary, write a few sentences about the topic. You should notice that Co:Writer 4000 quickly begins predicting topic-specific words. Because you chose a topic dictionary, Co:Writer 4000 assumes you intend to write about the topic, and boosts the frequency score of the words in the topic dictionary.

Save, Print or Edit the Word Processing Document

When you are done entering text with Co:Writer 4000, you may edit, save, and print your word processing document as usual.

Activate the word processing document by:

- Clicking somewhere in the word processing document
- Selecting the word processor from the Application Menu (Macintosh) or the Task Bar (Windows)

Co:Writer 4000 remains open, but stays in the background while you work. You can activate Co:Writer 4000 at any time by typing the wakeup key or clicking Co:Writer 4000 in the application menu (Macintosh) or task bar (Windows). Co:Writer 4000 will then continue to send sentences to the last active document of your word processing program.

Change Other Settings

After you are familiar with Co:Writer 4000, you may want to adjust some additional options to increase your efficiency with the software. Some options that have *not* been discussed in this manual:

- Talk Mode (for Communication)
- Recent Words Settings
- Collected Words Settings
- Grammar Settings
- Wakeup Key

For information on changing these and other options, see the *User Guide*.

Lesson 4

Edit and Create Dictionaries

After you use Co:Writer 4000 for a while, you may want to take advantage of some of Co:Writer 4000's dictionary features. Here are tutorials on two of them:

- Edit your Collected Words Dictionary
- Create a new topic dictionary

For information on other dictionary features, see the *User Guide.*

Launch Co:Writer 4000

1) Launch Co:Writer 4000. (For more detailed instructions, see p. 10.)

> **Tip:** To use the New Writer Wizard, select ***Open Writer***>! Getting Started file, or press Shift while launching the Co:Writer 4000 application.

2) Launch your word processor and connect to Co:Writer 4000. (For more detailed instructions, see p. 14-17.)

> **Tip:** If you set up a template document, open the document when your word processor is the active program. Then wake up Co:Writer 4000.

Clean Up Your Collected Words Dictionary

If ***Collect New Words*** (Options menu) is ON, Co:Writer 4000 automatically collects unfamiliar words and names as they are typed and saves them in the Collected Words Dictionary. If ***Predict Collected Words*** is ON, Co:Writer 4000 can also predict them.

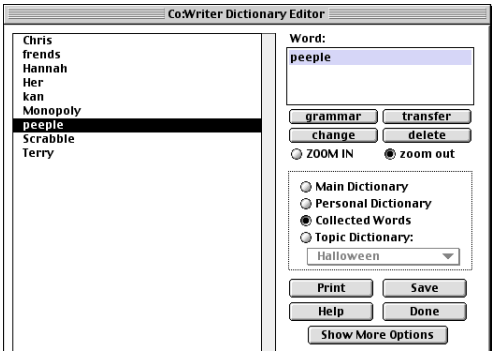
The Collected Words Dictionary is for *temporary* storage of personal words and terminology. Because it collects any words it does not recognize, the Collected Words Dictionary can collect misspellings, strings of accidental letters and words that you used on only one occasion. The Collected Words Dictionary is saved to the writer file.

Tip: We recommend that you do regular "maintenance" to your Collected Words Dictionary to remove misspellings and transfer desired words to your Personal Dictionary.

Deleting Words

If misspelled words have been collected, you may want to delete them from the Collected Words Dictionary, especially if ***Predict Collected Words*** is on.

1) Select ***Edit Active Dictionaries*** (Dictionaries menu).
2) In the Dictionary Editor, click the radio button to select ***Collected Words***.



Note: Notice that the names you entered in the tutorial, or in using Co:Writer so far, are saved in the Collected Words Dictionary.

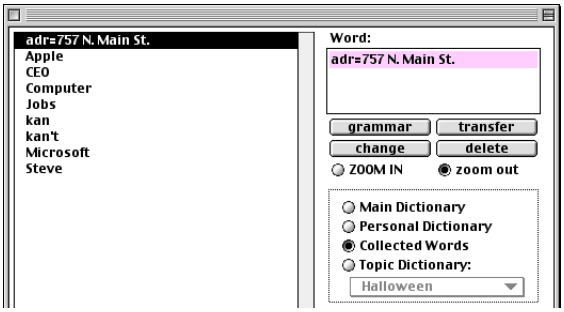
3) Highlight the word or phrase you want to delete. Click ***Delete.*** You will be prompted by a dialog:

4) Click ***OK to Delete***.
5) Repeat steps 3-4 for any other words you want to delete. When you are finished, click ***Save,*** then click ***Done.***

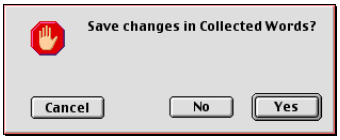
Transferring Collected Words to the Personal Dictionary

You may want to transfer collected words to the Personal Dictionary for word prediction. This is useful if you don't want to predict collected words because of misspellings and seldom-used names typed in Co:Writer 4000. This option lets you periodically go in and "review" your collected words and decide what to do with each entry.

1) Select ***Edit Active Dictionaries*** (Dictionaries menu).
2) In the Dictionary Editor, select ***Collected Words***.



3) Highlight the word or phrase you want to move. Click ***Transfer.*** You will be prompted by a dialog:



4) Click ***Yes***. Co:Writer automatically moves the word or phrase into the Personal Dictionary and saves the changes.
5) Click ***Personal Dictionary*** to view the new entry.
6) Repeat steps 3-4 for any other words you want to transfer. When you are finished, click ***Save,*** then click ***Done.***

Create a New Topic Dictionary

Creating your own Topic Dictionaries can be done in a variety of ways, depending on the size of the topic and the materials you have on hand. All involve the Topic Dictionary Toolkit.

- Enter words by hand
- Import a text file
- Import a list

Enter Words by Hand

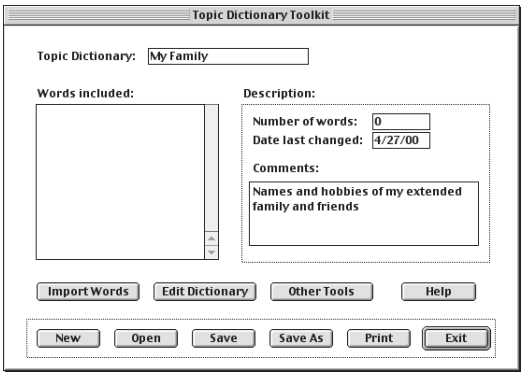
If a limited number of words are involved, you can use the Toolkit Editor to enter the words by hand. For example:

- Your students are excited about the new class pet — you can enter the name of the pet, its food and its characteristics.
- A fire prevention specialist spoke to your class — you took notes during her talk and jotted down a dozen or so key words, to help your students write a report.
- Your class took a field trip to the local aquarium — you want to enter the name of the aquarium and the names of the most popular creatures.

To enter words by hand:

1) Select ***Topic Dictionary Toolkit*** (Dictionaries menu).
2) Click ***New.***

3) Enter a name for the new dictionary. Click ***Save***.
4) Type a brief description in the Comments field.



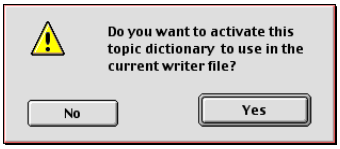
5) Click ***Edit Dictionary***.
6) Type the word in the Word field.

7) Click ***Add Word*** or press Enter.

   If the word is already contained in Co:Writer 4000's 6K or 40K main dictionaries, Co:Writer 4000 will automatically assign basic grammar attributes, depending on your settings. You can refine or change the grammar attributes by hand, if desired. See "How Co:Writer Adds Grammar" and "Editing Grammar by Hand" in Chapter 4 of the *User Guide* for more information.

8) Continue adding words until you are done. Click ***Save*** periodically if you are adding lots of words.

9) When you are finished, click ***Exit***.



10) If you want the topic dictionary to be active, click ***Yes***. If you don't, click ***No***.

Import a Text File

If you have a text file on the topic, you can you can have Co:Writer 4000 import words from the text file for you. For example:

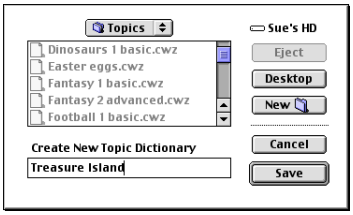
- a news article or other article from the Internet
- the text file of a public domain story
- the sample text file "Treasure Island.txt," from the Start-to-Finish book, available in your Text Files folder in the CoWriter 4000 folder

Note: Documents to be imported must be saved as text (.txt) files. Many word processing programs let you save documents in "text file" (.txt) format.

To import words from a text file:

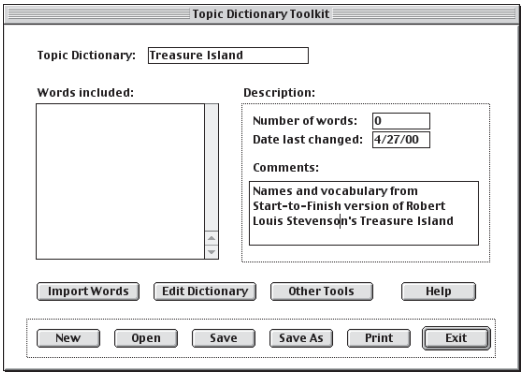
1) Select ***Topic Dictionary Toolkit*** (Dictionaries menu).

2) Click ***New***. For this example, let's use the sample text file "Treasure Island" that was included with Co:Writer.

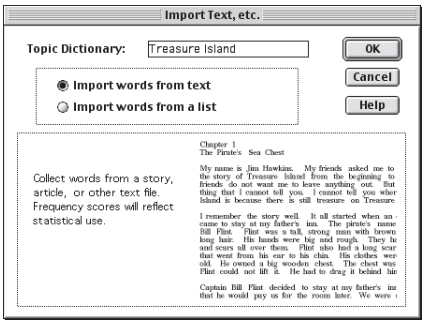


3) Enter a name for the new dictionary. Click ***Save***.

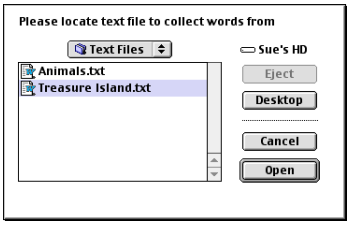
4) Type a brief description in the Comments field.



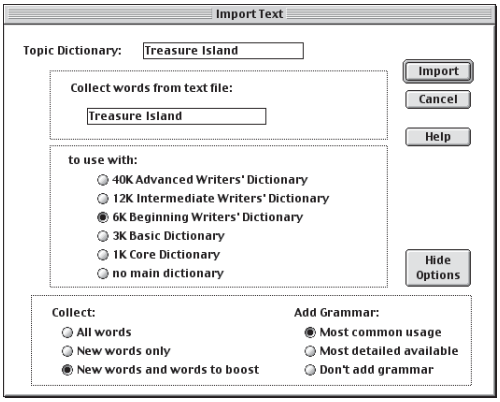
5) Click ***Import Words***.



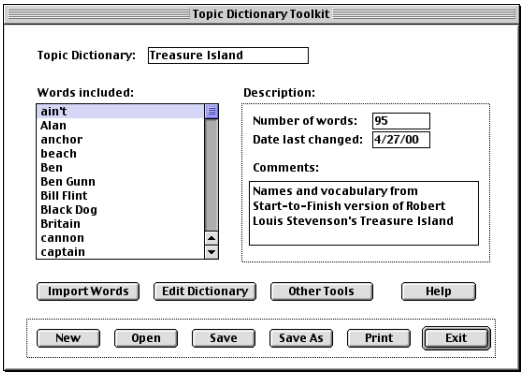
6) Select ***Import words from text***. Click ***OK***.



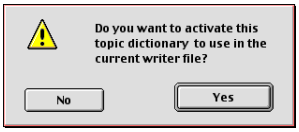
7) Locate the text file to be imported, then click ***Open***.



8) Click ***Show Options*** to set dictionary and grammar options if desired. Click ***Import***.



9) When you are finished, click ***Exit***.



10) If you want the topic dictionary to be active, click ***Yes***. If you don't, click ***No***.

Import a List

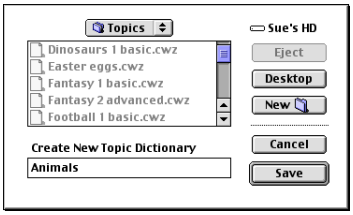
If you don't have a text file, you can create a list of the words you want from printed sources and/or your own knowledge of the topic. Then Co:Writer can import the list for you. Some examples:

- a list of words you and the students came up with after a field trip to the art museum
- words from a social studies unit
- the sample list file "Animals.txt," available in your Text Files folder

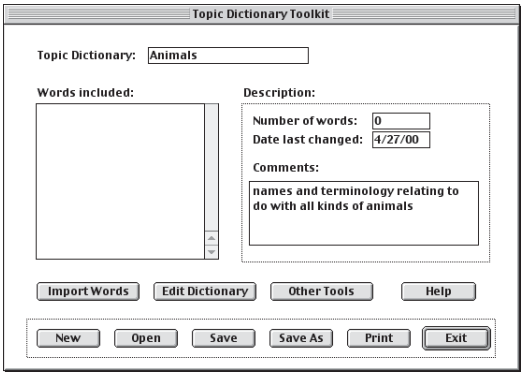
Note: Documents and lists to be imported must be saved as text (.txt) files. Many programs let you save documents in "text file" (.txt) format.

To import words from a list:

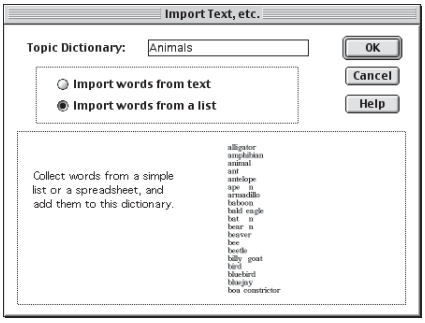
1) Select ***Topic Dictionary Toolkit*** (Dictionaries menu).
2) Click ***New***. For this example, let's use the sample list "Animals" that was included with Co:Writer.



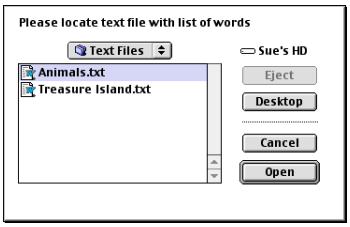
3) Enter a name for the new dictionary. Click ***Save***.
4) Type a brief description in the Comments field.



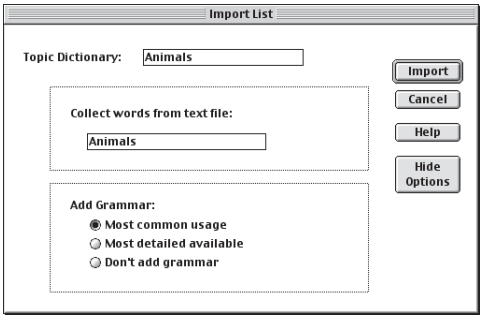
5) Click ***Import Words***.



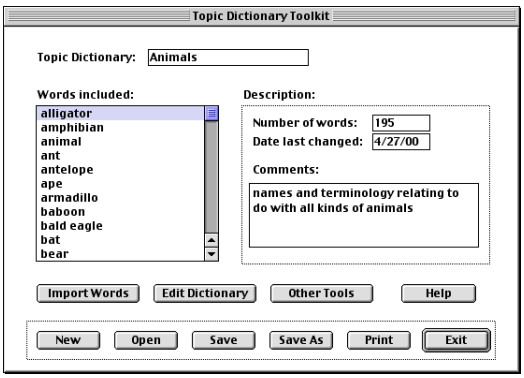
6) Select ***Import words from a list***. Click ***OK***.



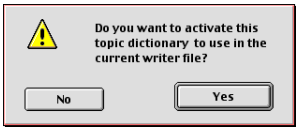
7) Locate the text file to be imported, then click ***Open***.



8) Click ***Show Options*** to set dictionary and grammar options. Click ***Import***.



9) When you are finished, click ***Exit***.



10) If you want the topic dictionary to be active, click ***Yes***. If you don't, click ***No***.

For more information on Co:Writer 4000's features, see the *User Guide*.

CO:WRITER® 4000

User Guide

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Chapter 1
Overview of Features

What is Co:Writer 4000?

Co:Writer® 4000 is the grammar-smart word coach that helps students build better sentences.

- Students use multiple spelling approaches to build words
- Students write for meaning in any subject
- Students write for purpose, using content-specific words
- Students stay focused on the writing topic
- Students build good first sentences with correct conventions early in the writing process, following rules of grammar and style

Co:Writer gives students new ways to focus on what they want to write and find just the right words — whether it's a topic-specific word or a word they know how to *say* but not *spell*. Struggling students can find the right word with fewer cues. Students with disabilities can produce quality writing with less fatigue. Any student can build a better vocabulary. Teachers can quickly create customized dictionaries that relate to their curriculum for theme-based writing assignments.

How Co:Writer 4000 Works

Co:Writer 4000 is a writing assistant with intelligent word prediction, designed to help you write complete and correct sentences with very few keystrokes. It is usually used along with a word processing program or other text-based application.

You write sentences one at a time in Co:Writer 4000. As you begin to type a word, Co:Writer offers guesses as to what the word is, based on the letters you typed and other factors. If the word you want is in the list of guesses, you can select the word and continue to the next word. If the word you want is *not* on the list, continue typing until it is, or until you finish the word. When you finish your sentence, Co:Writer 4000 will "send" it to your word processing program.

Co:Writer 4000 has many features to aid you in selecting words and writing sentences.

Selection Options

Co:Writer 4000 lets you select words in many different ways:

- Use Spacebar to select the in-line guess or the highlighted guess
- Point and click the word choice
- Use arrow keys to select a word, Spacebar to accept
- Type the number of the word choice

Tip: If word choices are not numbered, select ***Format menu > Show Numbers*** to display numbered word choices)

Speech Options

Co:Writer 4000 offers many ways to use speech to support your writing. Speech feedback is helpful for people with visual difficulties, non-readers and students with language or learning disabilities. Choose to speak:

- Each letter typed
- Guesses automatically or when selected
- Words as they are selected or completed in the sentence
- Completed sentences

Use the Speech menu to select the speech options that you prefer

Options for Special Needs

Co:Writer 4000 was designed to accommodate computer users with special needs. Some features that may be of particular interest are:

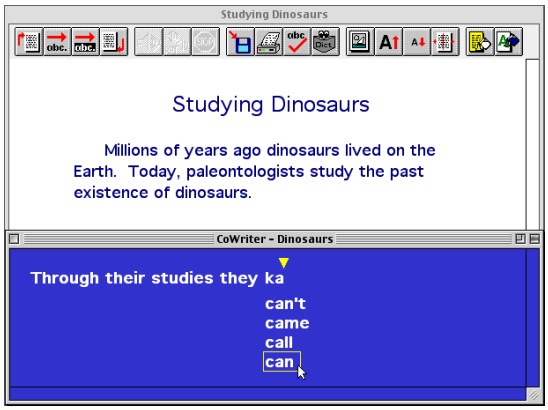
- Multiple ways to select words—Use number keys, point-and-click with mouse device or scan word choices with a switch or Spacebar
- ***Auto-Space, Auto-Caps*** and ***Predict Ahead*** greatly reduce keystrokes needed to type
- Key equivalents, or "shortcuts," for most features let you easily use alternate input to type in Co:Writer
- ***Talk Mode*** lets you use Co:Writer in full-screen for communication
- Abbreviation-expansions can be captured and predicted (***Capture Words…***) to save keystrokes and for fast communication

See the *User Guide* for more information on these and other options for special needs.

FlexSpell®

FlexSpell is designed to aid beginning writers who are in the phonetic or transitional stages of spelling.

Co:Writer 4000 uses a system of rules based largely on analysis of writing samples by students from kindergarten through third grade. These rules encompass phonetic substitutions, common letter confusions, letter reversals, letter omissions, letter additions, etc.



If ***Flexible Spelling*** is turned ON, Co:Writer is "flexible" in its interpretation of what the user types, knowing that, for example:

balloon	might be spelled	bloon
hiked	might be spelled	hikt
man	might be spelled	nam

FlexSpell expands students' word choices to offer words from phonetic spellings. Students find success by using their multiple spelling approaches. FlexSpell lets students use the approach that works best for them on a word-by-word basis — whether spelling words phonetically or cueing initial letters.

Total Vocabulary System®

Co:Writer 4000's Total Vocabulary System (TVS) gives students more ways to write for meaning and with purpose. TVS means that Co:Writer automatically integrates each student's main dictionary, selected topic dictionaries and personal dictionary to ensure that the best possible word choices are presented to the student.

Students write grammatically correct sentences with topic-specific vocabulary by combining one of the expanded main dictionaries and the topic dictionaries of their choice. Co:Writer 4000 predicts:

- words based on phonetic spellings (FlexSpell)
- topic-specific words
- words in the main dictionary selected

Updated and Expanded Main Dictionaries

Choose the main dictionary that best suits the writer—to offer just the right words for every writing level. Choose ***Select Main Dictionary...*** (Dictionaries menu).

- 40K Advanced Writers' Dictionary — approximately 40,000 words
- 12K Intermediate Writers' Dictionary — approximately 12,000 words
- 6K Beginning Writers' Dictionary — approximately 6,000 words
- 3K Basic Dictionary — approximately 3,000 words
- 1K Core Dictionary — approximately 1,000 words
- 0K no main dictionary — an "empty" dictionary for special uses of Co:Writer

Co:Writer shows sample words to help you select the most appropriate dictionary.

Note: The 3 smallest dictionaries (3K, 1K and 0K) are not used as default settings for any of the pre-set writer file templates. To use one of those dictionaries, use ***Select Main Dictionary...*** (Dictionaries menu) to change the default for your writer file.

Topic Dictionaries

Each writer can select up to 10 topic dictionary files to supplement their Main Dictionary, Collected Words, and Personal Dictionary. Topic dictionaries enable students to use more extensive vocabulary in a particular curriculum area or thematic unit without changing the difficulty of words in their Main Dictionary. Words in the selected topic dictionaries are predicted more frequently, too. Choose ***Select Topic Dictionaries...*** (Dictionaries menu).

A number of topic dictionaries are included with Co:Writer 4000. Additional topic dictionaries can be created by teachers or students or downloaded from the Don Johnston web site (www.donjohnston.com).

Topic Dictionary Toolkit

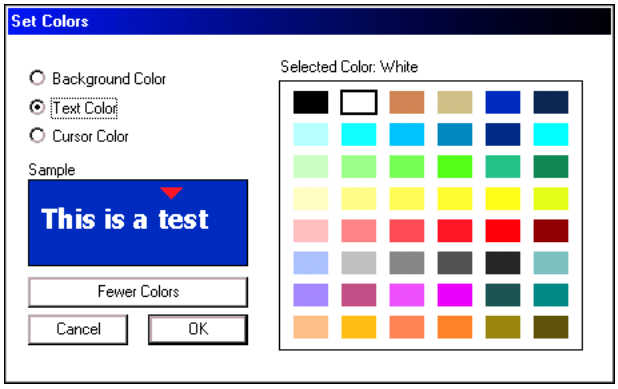
Customized dictionaries let teachers and students create a list of topic-specific words — in as little as 3 minutes — that directly relate to subjects covered in the curriculum or of special interest to students. Import electronic text from a list, a document or the Internet to create your topic-specific list. Grammar and frequency are automatically assigned to each word imported, so your list is ready for the student to use right away.

Personal Dictionary

Co:Writer 4000 lets you collect and save unique words and names to a personal dictionary, so that you can easily write about your friends or favorite hobby.

Background and Text Color Choices

Change the color of the background, text and cursor in the Co:Writer 4000 window. Color supports students with visual impairments or visual discrimination issues. Color also makes text more pleasing to keep students engaged in writing. Use the Set Colors dialog to make your choic*es*.



Co:Writer 4000 is Cross-Platform

Both the Macintosh and Windows versions of Co:Writer 4000 have parallel features, so teachers can learn just one program and support multiple students and classrooms in today's schools. In Co:Writer 4000, Topic Dictionaries and Writer files are cross-platform, so you can:

- Set up a student's options on one computer, copy it to disk, and use that writer file on another computer that has Co:Writer 4000 installed
- Create Topic Dictionaries for specific curriculum areas and use them on any platform computer on your network
- Share Writer Files and Topic Dictionaries with other teachers with Co:Writer 4000

Chapter 2
Practical Co:Writer 4000

The first time you launch Co:Writer 4000, it will step you through setting up a writer file and getting connected to your word processing program. From then on, Co:Writer keeps track of the last active Writer file used, and reopens that file upon launch. You can select a new writer file or open a different existing Writer file at any time by selecting either ***New Writer*** or ***Open Writer*** (File menu).

For more detailed instructions on launching Co:Writer, see *Getting Started*.

1 Launch Co:Writer 4000

Macintosh

Locate the CoWriter 4000 folder on your hard drive and open it. Double-click the CoWriter 4000 application icon.

Windows

Select Co:Writer from Programs in the Windows Start menu.
OR
Locate the CoWriter 4000 folder on your hard drive and open it. Double-click the CoWriter 4000 application icon.

Tip: If you have previously set up a writer file, it will automatically open if you were the last one to use Co:Writer. If this is the case, skip ahead to step 3, "Connect Another Program to Co:Writer."

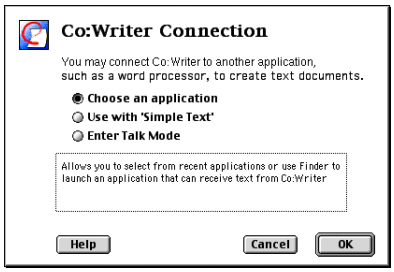
2 Set Up a Writer File

The first time you use Co:Writer 4000, the New Writer Wizard will step you through naming and setting up a writer file. There are just a few easy steps in the New Writer Wizard:

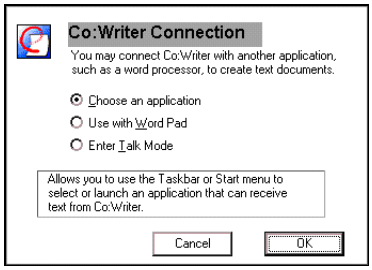
a) Welcome to Co:Writer screen
b) Who's Writing screen
c) Writing Level screen
d) Support Level screen
e) Special Needs screen (optional—you only see this screen if you checked ***Check here if you use Discover*** on the Who's Writing screen)

3 Connect Another Program to Co:Writer 4000

After launching Co:Writer 4000 and a writer file, you will be prompted to select the program that you would like to use Co:Writer through the Co:Writer Connection dialog.


Co:Writer Connection
You may connect Co:Writer to another application, such as a word processor, to create text documents.
Choose an application
Use with 'Simple Text'
Enter Talk Mode
Allows you to select from recent applications or use Finder to launch an application that can receive text from Co:Writer
Help
Cancel
OK

Macintosh


Co:Writer Connection
You may connect Co:Writer with another application, such as a word processor, to create text documents.
Choose an application
Use with Word Pad
Enter Talk Mode
Allows you to use the Taskbar or Start menu to select or launch an application that can receive text from Co:Writer.
Cancel
OK

Windows

- ***Choose an application*** — Select this option to choose the word processing or text program to use with Co:Writer
- ***Use with Simple Text*** (Macintosh) or ***Word Pad*** (Windows)— Select this option to launch and use your system's text program with Co:Writer
- ***Enter Talk Mode*** — Select this option to use Co:Writer for communication, without sending sentences to a text program
- ***Cancel*** — Select this option to launch Co:Writer in "normal" mode, but without connecting it to any application

Because of differences in operating systems, connecting to applications is somewhat different between the Macintosh and Windows platforms.

Choose an Application

Macintosh

1) The default setting is ***Choose an application***. Click ***OK***.
2) Use the dialog to select the program you want to use. Co:Writer automatically lists your "Recent Applications."
3) Select the application you want to use and click ***Open***. The application will launch. Usually, an untitled document will appear.
4) When the application is ready to receive text, press the wakeup key (+ / =) to "wake up" Co:Writer and bring it to the foreground.

   You are now ready to start using Co:Writer.

Windows

1) The default setting is ***Choose an application***. Click ***OK***.

   Co:Writer opens the Windows Start menu and prompts you to select the application or document you want from either the Taskbar or Start menu.

2) Select the document or application you want to use.
   - If you select from the Taskbar, Co:Writer brings that window to the foreground.
   - If you select from the Start menu, the application launches and opens a window.
3) When the application is open, a dialog prompts you to position your text insertion cursor and wake up Co:Writer.
4) When your application is ready to receive text, click in the Co:Writer status window or press the wakeup key (+ / =) to "wake up" Co:Writer and bring it to the foreground.

   You are now ready to start using Co:Writer.

Using Co:Writer 4000

You write sentences one at a time in Co:Writer 4000. As you begin to type a word, Co:Writer offers guesses as to what the word is, based on the letters you typed and other factors. If the word you want is in the list of guesses, you select the word and continue to the next word. If the word you want is *not* on the list, continue typing until it is, or until you finish the word. When you finish your sentence, Co:Writer will "send" it to your word processing program.

When you begin typing again, Co:Writer "wakes up" and begins predicting again.

Windows Note

When you send a sentence to your word processing program, Co:Writer displays a small Ready window so you know it's still the active program.

For a tutorial on using Co:Writer, see *Getting Started*.

Save, Print or Edit the Word Processing Document

Although you are using Co:Writer to help you write, you can also save and print your word processing document as usual.

Activate the word processing document by:

- Clicking somewhere in the word processing document
- Selecting the word processor from the Application menu (Macintosh) or the Task Bar (Windows)

Co:Writer remains open, but stays in the background while you work.

Macintosh

When you're ready to use Co:Writer again, press the wakeup key (+ / =) or choose Co:Writer from the Application menu. The Co:Writer window will come to the foreground. Co:Writer will then send sentences to your last open document in your connected word processing program.

Tip: Check the **Change Connection on Wakeup** option (Options menu > Wakeup Key…) if you want Co:Writer to connect to the active application whenever you press the wakeup key.

Windows

When you're ready to use Co:Writer again, click the Available window (Windows) or press the wakeup key (+ / =).

The Co:Writer window will come to the foreground. Co:Writer will then send sentences to the last active document of your word processing program.

Note: Click the Available window if you use Discover:Screen or another on-screen keyboard as alternate access to the computer. Do *not* press the wakeup key.

Selecting the Predicted Word

Several methods for selecting a word choice are available because people have differing abilities. Some individuals are able to "point and click" better while others are better when they directly type keys.

The selection methods can be combined easily and, generally speaking, apply to both the in-line predicted word as well as the additional predicted words. The following selection methods apply whenever word choices are in the Co:Writer Window:

Direct Selection Methods

- Spacebar

  Pressing the spacebar accepts the selected word, inserts it into the sentence, and automatically adds a space afterward.

- Point and click

  Use the standard mouse or any other mouse input device. Move the mouse pointer over the word and click. The accepted word inserts into the in-line sentence.

  Examples of mouse devices are trackballs, touch screens, joysticks and alternate access systems such as Discover.

- ↑ and ↓ to select, press Spacebar to accept selection

  Use the up and down keys to move a selection box through a list of word choices. Each keypress moves the selection box one word. Using ↓ first begins the selection box at the **top** of the word list; using ↑ first begins the selection box at the **bottom** of the list.

  When the selection box is around the word you want, press Spacebar to insert the word into your sentence. When you use an ending punctuation, such as . or ?, Co:Writer assumes you are at the end of the sentence and automatically transfers the sentence to your word processing document.

- 1, 2, etc.

  When the word choices are numbered, you can press a number key to select the word you want. The word with the corresponding number is inserted into your sentence.

Select by Scanning

Co:Writer can automatically move through a list of word choices — this is called scanning. When Co:Writer has the word you want selected, press Spacebar to insert the selected word into your sentence.

You can start a scan by pressing ⌘ + U (Macintosh) or Ctrl + U (Windows). Press Esc to stop the scan at any time.

You can set Co:Writer up to automatically scan all word choices by selecting ***Scan words automatically*** in the Speech & Scanning Options dialog box (Speech menu).

Select with Punctuation

You can accept a word and place a comma after it by pressing , . The same is true for the semicolon and colon.

When you use the period, question mark or exclamation mark, Co:Writer accepts the word, ends the sentence, and transfers it to your word processing document.

To type a question mark, simply press ? . Typing Shift is not necessary. You will, however, need to type Shift 1 to get an exclamation mark.

Note: If you turn **Smart Punctuation** OFF (Format menu > Auto-Space…), ending punctuation will accept the word and end the current sentence, but will *not* transfer the sentence to your word processing document.

Making Corrections

There are various ways to correct your sentence when the wrong letter or word has been selected. Most typing mistakes are easily corrected.

Undo/Redo Last Action

Co:Writer can undo or redo your last action.

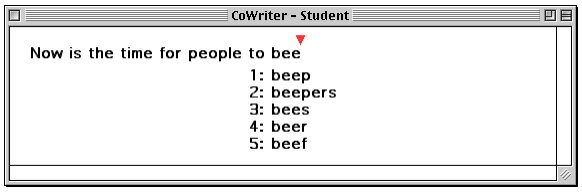
For example, if you just deleted letters, a word, or a sentence, ***Undo*** (Edit menu) or its key equivalent ⌘ Z (Macintosh) or Ctrl Z (Windows), will put back what you deleted and restore the word choices. If you just accepted a guess, typed letters, or added a prefix or suffix, ***Undo*** will erase what was added and restore the word choices. In most cases, ***Undo*** can reverse the last several actions in a row.

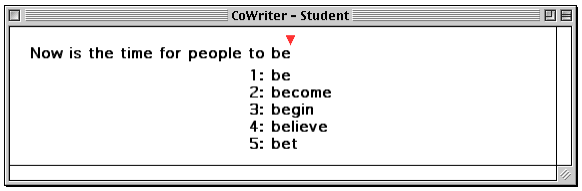
Exception: If you accidentally send a sentence to your document, the **Undo** command will only reverse the action if it is the very next command given. Once you begin a new sentence in Co:Writer, **Undo** will not be able to bring the sentence back.

If you ***Undo*** something and change your mind, use ***Redo*** (Edit menu) or its key equivalent ⌘ Y (Macintosh) or Ctrl Y (Windows) to reverse it. Like ***Undo***, ***Redo*** can reverse the last several actions in a row.

Delete and "Predict Backwards"

Delete (Macintosh) or Backspace (Windows) backs up and deletes one character at a time. With each letter you delete, Co:Writer shows the previous list of word choices. At any time, you may select one of the choices. Once you select a word or begin typing, word prediction resumes.





Delete a Word

To delete the most recent word of your sentence, press ⇦.

Unlike Delete or Backspace, this action deletes the entire word. This is useful when you want to start typing a word over or when you have inserted a word you did not want. You may delete as many words in your sentence as you want in this manner.

Delete a Sentence

If you decide to delete an entire sentence before it has been sent to your word processing document, select ***Erase Sentence*** from the Edit menu or use its keyboard equivalent, ⌘ E (Macintosh) or Ctrl E (Windows).

If the sentence has already been transferred to your word processing document, delete the sentence directly in that document.

The More Guesses Key

If you don't see the word you want in the set of guesses being displayed, you have two choices. The first is to keep typing until you see the exact word you want. The second is to use the More Guesses key (the right arrow, ⇨). Or, select ***More Guesses*** (Edit menu) to see additional sets of guesses.

You can press ⇨ repeatedly. Each time, Co:Writer offers a different set of guesses. Eventually, the offerings will repeat.

How does it work?

The More Guesses key combines three different strategies to offer new guesses:

- First, it will offer a set of purely statistical guesses (short words, usually)
- Second, if ***Repeat Guesses*** is OFF, it will review guesses, in case you missed a guess
- Third, it will offer several sets of new (non-repeated) guesses

Note: The ***More Guesses*** command will have no effect on the guesses at the beginning of a sentence if no letters have been typed.

Note: The right arrow key (⇨) functions as either the ***More Guesses*** key or the ***Change Endings*** key, depending upon whether you are still working on a word or you have already accepted it, respectively.

The Change Endings Key

One approach to getting the word you want, if it is not offered as a guess, is to accept a word that is a close fit and then to alter it, by (1) changing the ending of the word, (2) searching for word combinations that extend this word, or (3) adding a suffix.

These functions may be invoked directly by means of the *right arrow* (→), the *hyphen* (−), or the *plus sign* (+) keys, respectively.

Or you can simply press the ***Change Endings*** key (→) repeatedly to cycle through these choices:

- First press: Offers new word endings (see below)
- Second press: Searches for word combinations (see Predicting Short Phrases)
- Third press: Enters suffix mode (see below)
- Fourth press: Repeats the word ending suggestions

Note: These functions are available right after a word has been accepted or before you have begun to type a new word. You must actually accept the word (by typing a number or Spacebar), even if you have typed all of the letters out.

Note: The right arrow key (→) functions as either the ***Change Endings*** key or the ***More Guesses*** key, depending upon whether you have accepted a word or you are still working on it, respectively.

Getting the Words You Want

Sometimes Co:Writer predicts words that are variations of the word you are actually looking for, instead of the exact word. For example, you want to type **beautifully** and Co:Writer predicts **beautiful**.

Here are several quick ways to access the correct form of the word you want to type.

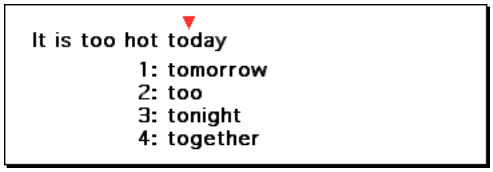
Chop the Word

This feature allows you to "chop off" letters of a predicted word.

Chop Word is only available when ***Predict In-line*** (Format menu) is turned on. Use this to delete the part of the predicted word that is *after* the in-line cursor. For example, suppose you want your sentence to be:

It is too hot to go anywhere.

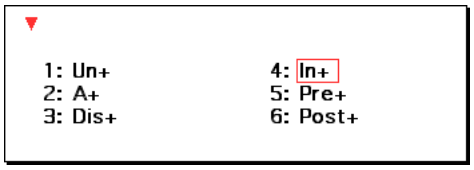
As you type the first two letters, Co:Writer predicts:



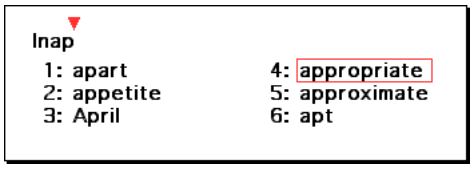
Pressing \ deletes everything *after* your cursor, leaving only "to," which is the word you wanted.

Start with a Prefix

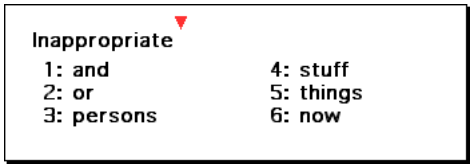
Co:Writer gives you the option to start a word by selecting a prefix from a list, rather than typing a letter. Typing an asterisk (*) will produce a list of prefixes (indicated by a plus sign). If the prefix you want is not in the list, type the first letter of the prefix to see more prefix choices.



After selecting a prefix, continue by typing the next letter of the word to view a list of appropriate word choices.



Upon selecting a word, Co:Writer combines it with the chosen prefix to complete your word in the sentence.



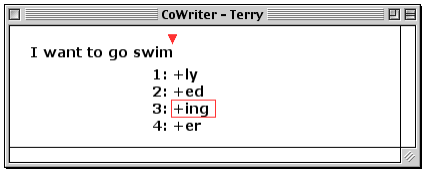
Change the Word Ending

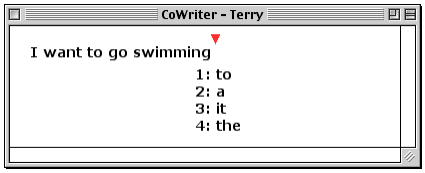
After accepting a word, you can add an appropriate ending. Examples of word endings are: working, worked and works.

After accepting a predicted word into your sentence, press →. Co:Writer then displays a list of the selected word with various word endings. Select the word in its desired form.

Add a Suffix

After accepting a word, you can add a suffix. Typing Shift + = or + (numeric keypad) will produce a list of suffixes (indicated by a plus sign). Select the suffix from the list and Co:Writer appends it to your word.





If the suffix you want is not in the list, type the first letter of the suffix to see more suffix choices.

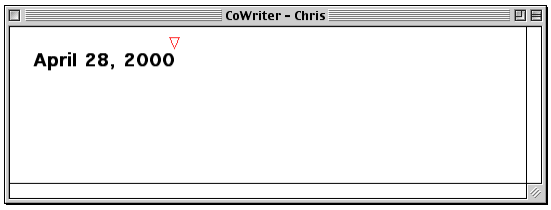
Typing Numbers and Special Characters

Numbers

Even if you are using numbered word choices, you can still type numbers in Co:Writer. You just need to enter "True Keys" mode. In ***True Keys***, all of the special characteristics of typing with Co:Writer are turned off. There is no prediction, grammar considerations, automatic spacing or automatic capitalization. In effect, the keyboard returns to its standard function. All that remains of Co:Writer is the writing window and the in-line sentence.

Start ***True Keys*** by pressing Esc. Type the numbers you want into your sentence, including any other letters or characters.

Tip: The Co:Writer cursor inverses from your usual setting so you know you are in **True Keys**.



To go back to regular word prediction mode, stop ***True Keys*** by pressing Esc again.

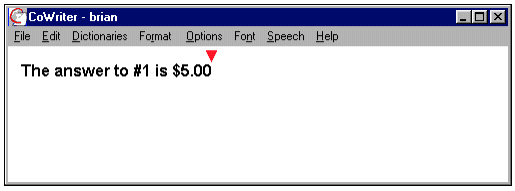
Tip: To enter numbers without entering **True Keys**, you can also select **Hide Numbers** (Format menu).

Dollar and Number Signs

Co:Writer allows you to type sentences that include dollar signs, pound signs and number signs without switching to True Keys mode. For example,

This costs $2.00. or **Do problem #1.**

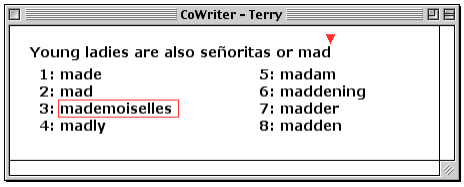
When you type the dollar sign ($) or number sign (#), Co:Writer expects numbers to follow it and goes into a temporary "numbers" mode. When you press Spacebar, the "numbers" mode is ended.



Accented Words

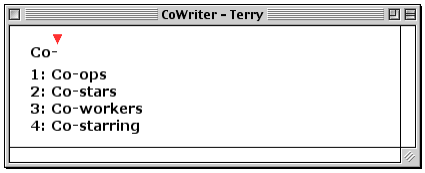
Words of non-English origin are relatively common. Many, such as *café*, *passé*, *pâté*, *déjà vu* and *piñata*, require accent marks.

Co:Writer supports a variety of common foreign terms, particularly in the 40K Dictionary. Accented words are predicted with the correct accent marks. This occurs automatically, even when the character is typed without the accent mark. Users need only type the letter and the words are predicted correctly.



Hyphenated Words

Type a hyphen (-) within a word to produce a list of hyphenated word choices.



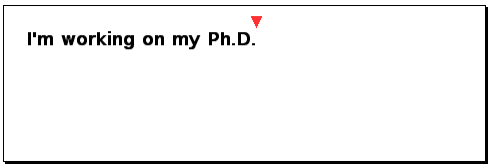
Punctuation Within a Word

Initials such as in "Washington D.C." are a little more complicated to use because punctuation usually tells Co:Writer to end the sentence. However, you may use punctuation **within** a word by using ⌘ (Macintosh) or Ctrl (Windows) with the punctuation you want.

I'm working on my Ph.D.

1) Type and select **I'm working on my** as usual.
2) Type Shift P, then H (with no Shift).

3) Type ⌘ . (Macintosh) or Control . (Windows).
4) Type Shift D.
5) Type ⌘ . (Macintosh) or Control . (Windows).

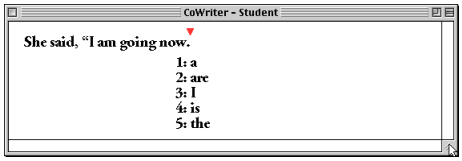


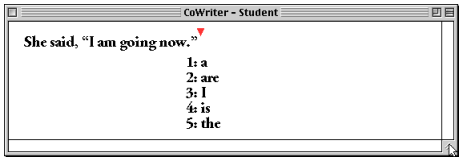
Quotation Marks

When you use quotation marks within a sentence, Co:Writer suspends some of its automatic features. For example:

She said, "I am going now."

Ordinarily, Co:Writer transfers a sentence to the word processor when you type a period. For this example, this is undesirable because the period is within the quotation marks. When you type a quotation mark, Co:Writer does not transfer the sentence to the word processor when you type . It is waiting for the second quotation mark.





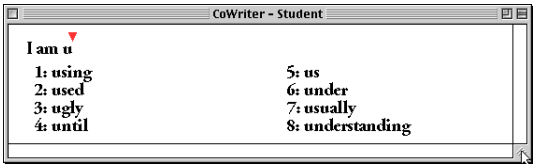
When you are finished with the sentence, type Enter or ⌘ Return (Macintosh) or Ctrl Enter (Windows) to transfer the sentence to your word processing document.

Note: (Macintosh only) If you turn **Smart Punctuation** OFF (Format menu > Auto-Space…), Co:Writer will use "plain" quotation marks instead of "smart," or curly quotes.

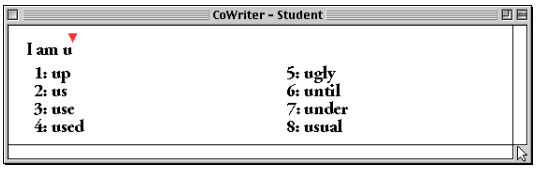
Predicting Commonly Used Words

Select ***Try without Grammar*** (Edit menu) or press ~ (no Shift is needed) when you are looking for very common words. These choices are different because they are statistical predictions instead of grammar predictions. Co:Writer may not have predicted them initially because their grammar may not match where you are within your sentence.

The following Co:Writer predicted word list is based on grammar:

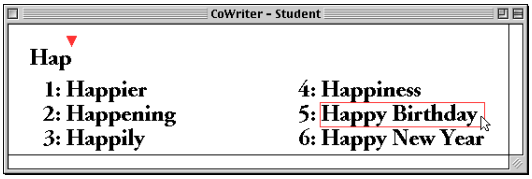


When you press ~, Co:Writer displays a list of the most commonly used words based only on the letters you entered:

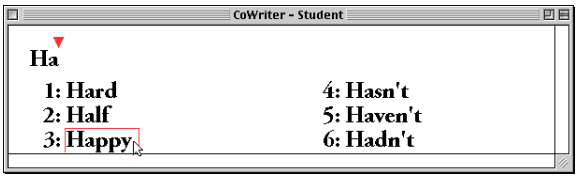


Predicting Short Phrases

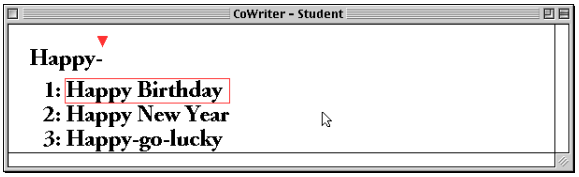
Co:Writer 4000 includes many two- and three-word combinations in its dictionaries. These words will automatically be included among word choices when typing the word in letter-by-letter.



You may also enter them by accepting the first word…



…then, press the hyphen (-) to display word combinations that begin with the first word you accepted. When you select the one you want, it will replace the first form of the word you had previously accepted.

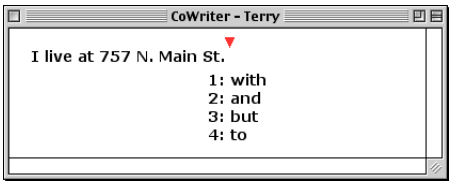


Adding Phrases to the Dictionaries

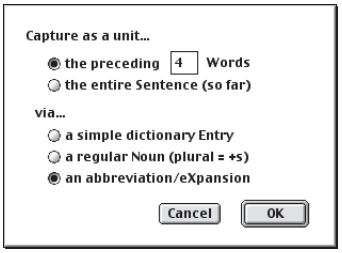
Co:Writer 4000 can "capture" two or more words as a single dictionary entry and predicts the entire phrase along with single-word choices. Use ***Capture Words*** (Options menu) to save unique phrases as single dictionary entries.

Tip: Capture Words is really useful for typing addresses and other phrases that you type over and over again in letters, writing projects and on the Internet. It can save lots of keystrokes.

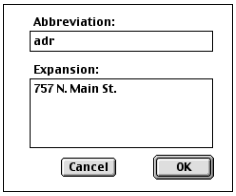
1) In the Co:Writer window, enter the phrase you want to capture—in this case, an address. Depending on your settings, you may have to press Esc to enter TrueKeys mode to type the numbers.



2) Select *Capture Words...* (Options menu). The ***Capture Words*** dialog opens.



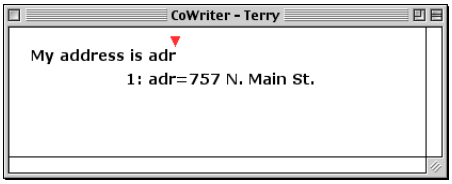
3) Under ***Capture as a unit…*** designate the number of words before the cursor, or "whole sentence" to be captured (in this case, 4). Since the "phrase" begins with a number, select ***an abbreviation/eXpansion*** under ***via…***



4) Click OK.

To access the phrase now:

1) Make sure ***Predict Collected Words*** is ON (Options menu > Collected Words…).
2) Type the abbreviation in the Co:Writer window. The expanded phrase is automatically predicted.



Select the phrase to enter it into your sentence.

Tip: If you prefer *not* to predict collected words, you can transfer phrases from your Collected Words Dictionary to your Personal Dictionary. See Chapter 4, "Using the Dictionaries," for more information.

You can assign grammar attributes and frequency scores to captured words and phrases, if desired. See Chapter 4, "Using the Dictionaries," for more information.

Using New Words and Names

There are some words that Co:Writer 4000's dictionaries do not contain by default, such as names, places, town names, or slang expressions. But Co:Writer 4000 can "collect" these words and store them for later use.

My new friend, Jonathan, lives in a town called Eastlake.

Neither *Jonathan* or *Eastlake* are in the main dictionary. Type them out completely the first time you use them. Then, if ***Collect New Words*** (Options menu > Collected Words…) is ON, Co:Writer recognizes them as new words and "collects" them in your Collected Words Dictionary. If the new words are capitalized, Co:Writer also assumes they are names and assigns grammar to them. If you like, you can use the Dictionary Editor to add grammar to other collected words.

If ***Predict Collected Words*** (Options menu > Collected Words…) is ON, when you are at a place in a sentence where names are appropriate, Co:Writer will offer them among the word choices.

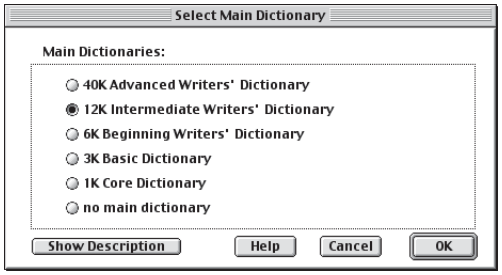
Note: When typing a new **name** as the first word in a sentence, use Shift to capitalize it. Otherwise, Co:Writer collects the name with a lowercase first letter. Because Co:Writer automatically capitalizes the first letter of each sentence, it won't know that you intended the capitalization.

Changing Dictionaries

If you are using an existing writer file, there are dictionaries already associated with it. However, you can select or change the dictionaries Co:Writer 4000 will use in the current writer file at any time. Use the Dictionaries menu to select dictionaries.

Select Main Dictionary...

Select the level/size dictionary you want Co:Writer to select word predictions from based on the dictionary description on the bottom of the dialog box. Select ***OK*** to accept your choice.

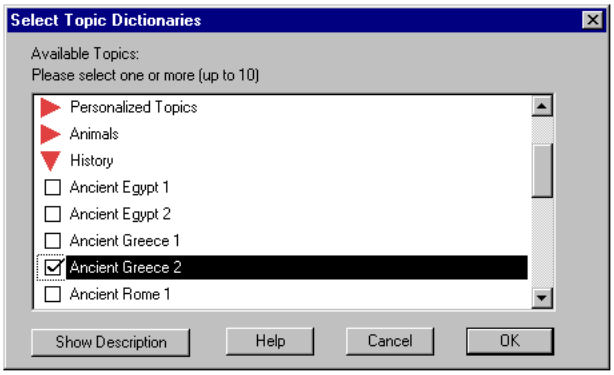


Select Topic Dictionaries...

The dialog will list available topics and categories (groups of topics). Any active topics will appear at the top of the list.

Each category is marked with a colored triangle. To open or close a category, click on the triangle. When open, the triangle will point down, followed by the topics in that category. When closed, the triangle points to the right.

Select the name of the topic dictionary you want Co:Writer to select word predictions from, based on the dictionary description on the bottom of the dialog box. Select ***OK*** to accept your choice.



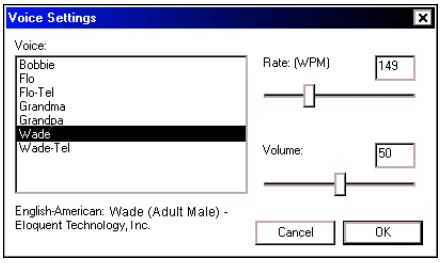
Changing Speech Settings

When Co:Writer 4000 is installed, it is set up to use a specific voice and has many speech options turned on. You may want to adjust the speech settings to match your skills or preferences. Any changes you make are automatically saved to the active writer file.

Change the Voice, Volume or Rate of Speech

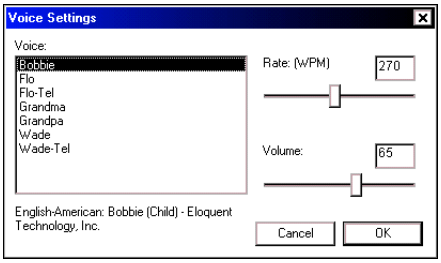
If you want to use a different voice for speech output, you can change the setting. There are a number of different voices available. You can also adjust the volume, or speed up or slow down the speech feedback.

1) Select ***Voice Settings…*** (Speech menu) to display the Voice Settings dialog.



When you highlight a voice, you will hear a sample of the voice at the selected rate and volume settings.

2) Select a different voice to hear it. Adjust the rate and volume settings as desired.



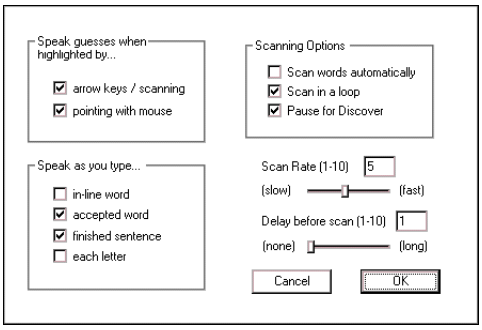
3) When you are done, click ***OK***.

Note: Because voices and speech software are platform-dependent, you may have to reset voice settings if you move your writer file to another computer. Co:Writer will substitute your settings with default settings if it cannot use the settings you specified.

Change the Speech Options

If you want less (or more) speech feedback as you use Co:Writer 4000, you can change the settings.

1) Select ***Speech & Scanning Options…*** (Speech menu) to display the Speech & Scanning Options dialog.



In this dialog, you can decide when you want guesses and selections spoken in Co:Writer 4000.

2) Click the checkboxes to select (or deselect) options.

3) When you are done, click ***OK***.

Note: You can also set **Scanning Options** for alternate input or other special needs in this dialog. For more information on setting Co:Writer options for special needs, see the *User Guide*.

Turn the Speech OFF

If you do not want *any* speech feedback, even temporarily, you can turn speech off. Select ***Turn Speech Off*** (Speech menu). All speech settings will be unavailable until you turn speech back on. If you want to turn speech back on, just select ***Turn Speech On*** (Speech menu).

Tip: If you are setting up or testing options in student writer files, use **Turn Speech Off** to work quietly or to speed up the process after you select the **Speech & Scanning Options** for the student. Then, turn the speech back ON before you close the writer file.

Changing the Co:Writer 4000 Window

As with other program windows, you can try different sizes and arrangements for the Co:Writer 4000 window. Also, try resizing and repositioning the document window for your word processor until you find an arrangement that works efficiently for you.

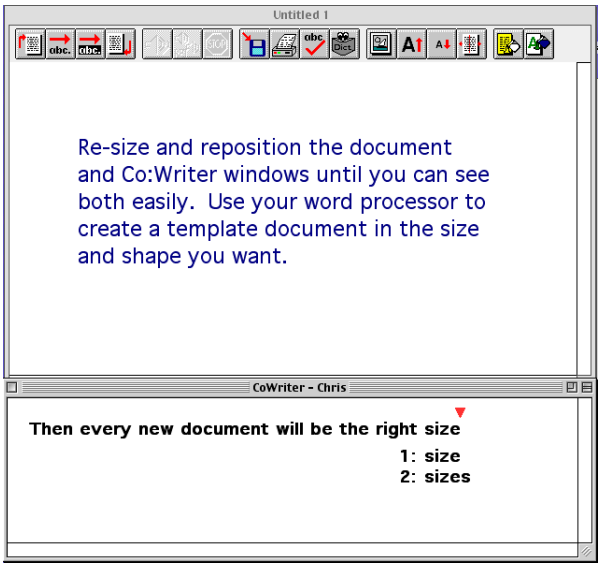
Adjust the Window Position

- Drag the Co:Writer 4000 window by the title bar to move it.
- Besides using the wakeup key, you can click the window when Co:Writer 4000 is in the background to bring it forward and make it the active window.

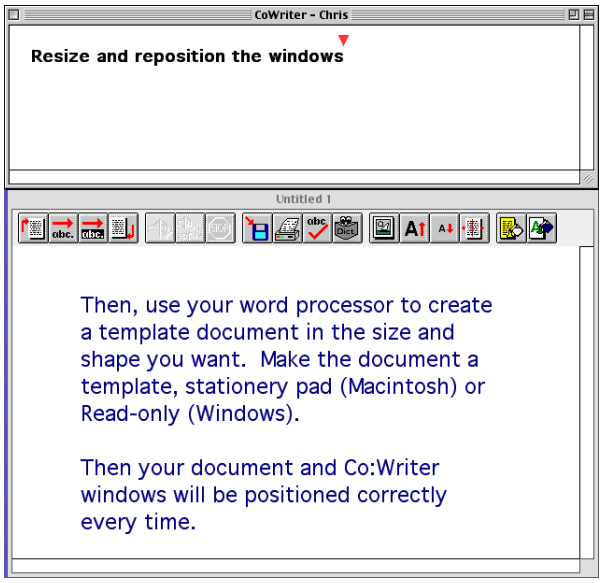
Adjust the Window Size

- Change the size of the window with the size box (Macintosh) or by dragging a corner or side of the window in any direction (Windows).
- Maximize the size of the window by clicking the zoom box (Macintosh) or the maximize button (Windows).

These examples are arranged so that you can view your word processing document without the Co:Writer Window obscuring your view.


Untitled 1
Re-size and reposition the document and Co:Writer windows until you can see both easily. Use your word processor to create a template document in the size and shape you want.
CoWriter - Chris
Then every new document will be the right size
1: size
2: sizes

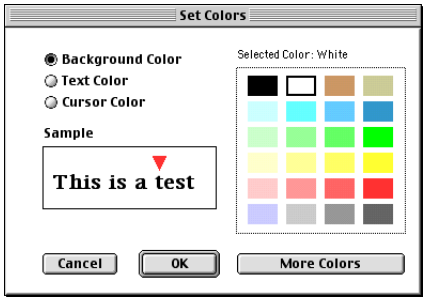
Co:Writer window positioned below a Write:OutLoud document.


CoWriter - Chris
Resize and reposition the windows
Untitled 1
Then, use your word processor to create a template document in the size and shape you want. Make the document a template, stationery pad (Macintosh) or Read-only (Windows).
Then your document and Co:Writer windows will be positioned correctly every time.

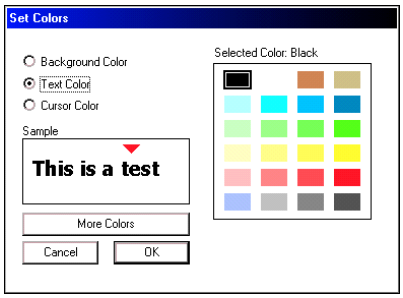
Co:Writer window positioned above a Write:OutLoud document.

Adjust the Colors

Select ***Set Colors…*** (Format menu) to set the color scheme of the Co:Writer window.



Macintosh



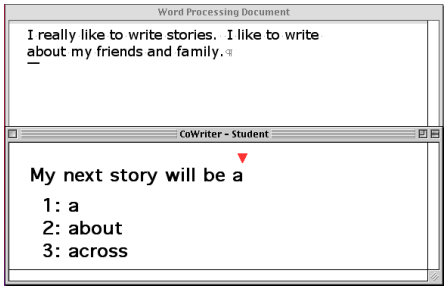
Windows

Change the background color, text color and cursor color. The colors you select will automatically be previewed in the Sample field. Click the ***More Colors*** button to see all the colors available.

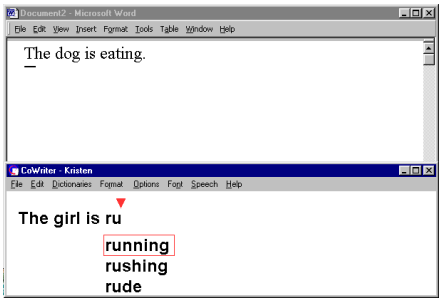
For more information on selecting colors, see Chapter 6, "Color Strategies for Co:Writer 4000."

Adjust Font Size

The following example shows the use of a larger font in the Co:Writer 4000 window. Using larger fonts may be appropriate for younger users or to meet visual needs.


Word Processing Document
I really like to write stories. I like to write about my friends and family.
CoWriter - Student
My next story will be a
1: a
2: about
3: across

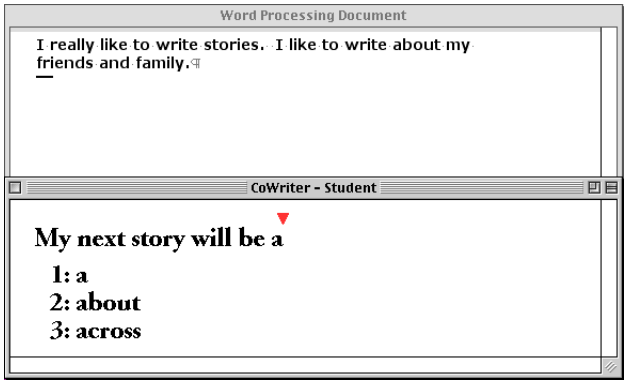
Macintosh



Windows

Change Font

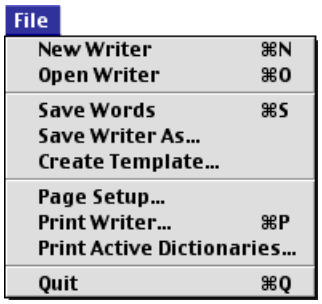
The following example shows the use of an alternate font in the Co:Writer 4000 window. Many people find that serif fonts (Garamond, Times) are easier to read than sans-serif fonts (Arial, Geneva, Helvetica). You can use any font available on your system.


Word Processing Document
I really like to write stories. I like to write about my friends and family.
CoWriter - Student
My next story will be a
1: a
2: about
3: across

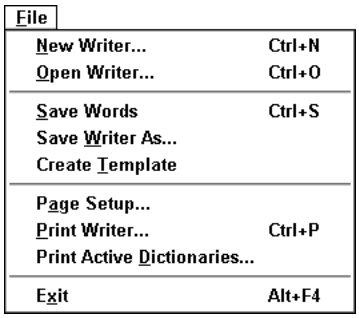
Chapter 3
The Menus

File Menu

The File menu includes items for creating and managing writer files.



Macintosh

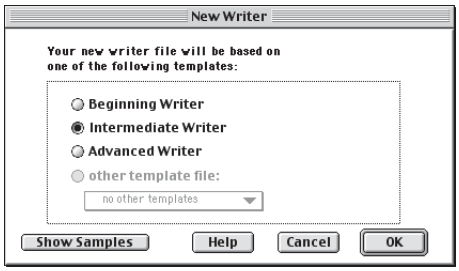


Windows

New Writer

Select ***New Writer*** to create a new writer file.

Choose the appropriate writing level from the dialog. You can review samples for each level before selecting ***OK*** to save the level for your new writer file.



Click ***Show Samples*** to see sample sentences for the selected writer file.

Beginning Writer

Co:Writer 4000 creates a writer files using the 6K Main Dictionary and the Beginning Writer default settings. See Appendix B, "Default Settings," for more information on the pre-set default settings.

Intermediate Writer

Co:Writer 4000 creates a writer files using the 12K Main Dictionary and the Intermediate Writer default settings. See Appendix B, "Default Settings," for more information on the pre-set default settings.

Advanced Writer

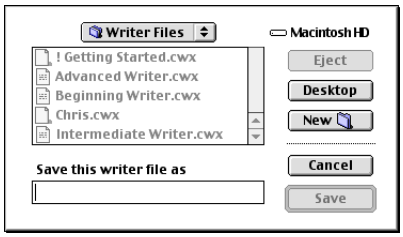
Co:Writer 4000 creates a writer files using the 40K Main Dictionary and the Advanced Writer default settings. See Appendix B, "Default Settings," for more information on the pre-set default settings.

Other Template File

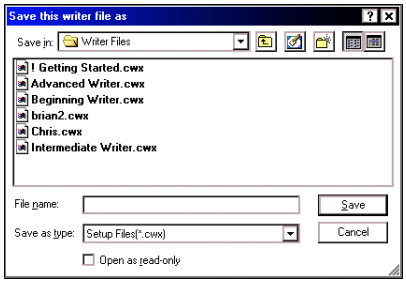
Co:Writer 4000 creates a writer file using the same settings as your custom template writer file. This option is only available if you have created custom templates with ***Create Template…*** (File menu).

Tip: Use ***Other Template Files*** to experiment with new settings, or to create writer files for individual students that are all linked to the same Topic Dictionaries for special writing assignments.

A new writer file must be named before use. After selecting a new writer template and a support level, and clicking ***OK***, the ***Save Writer As…*** dialog appears, prompting you to designate a name and location for your new writer file:



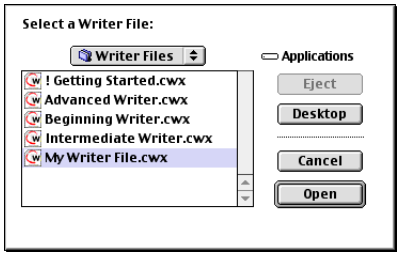
Macintosh



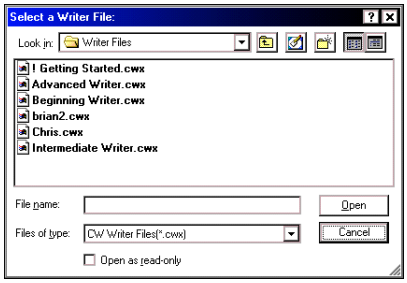
Windows

Open Writer

Select ***Open Writer*** to select an existing writer file.



Macintosh



Windows

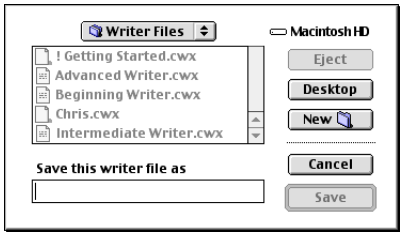
Tip: Select the !Getting Started.cwx writer file to open the New Writer Wizard, which steps you through selecting dictionary size and other options for new writers.

Save Words

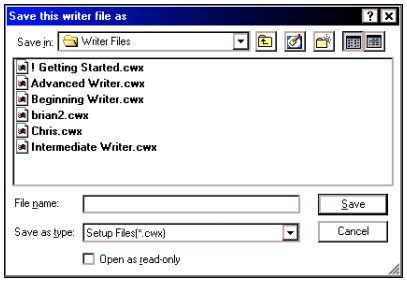
When ***Collect Words*** (Options menu) is activated, you can use ***Save Words*** to do periodic saves for the words that have been collected thus far to guard against data loss in the event of a power failure.

Save Writer As...

The ***Save Writer As…*** command allows you to designate a new name and location for the file you are working on without changing or deleting the file from which it originated.



Macintosh

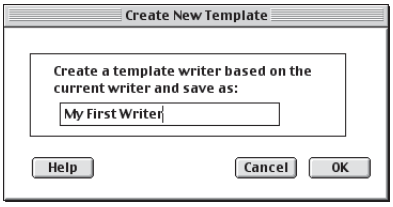


Windows

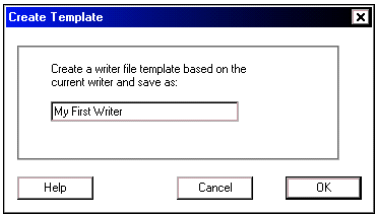
Create Template...

Select ***Create Template…*** to make a new writer file template using the current settings. For instance, if you have a number of students who need to use either the 1K or 3K Main Dictionary, you could set up a writer file using that dictionary and other general settings appropriate to that group.

1) Create a new writer file. Choose the Main Dictionary that you want to be common. Change any other options and settings as desired.
2) Select ***Create Template…*** (File menu) to make a new template based on those settings.



Macintosh



Windows

3) Name the template with an appropriate description.
4) Click OK.

Then, use ***New Writer…*** (File menu) to create individual writer files using that template.

Note: The new template will be a copy of the current writer file *except* it will have an empty Personal Dictionary, empty Collected Words Dictionary and no active Topic Dictionaries.

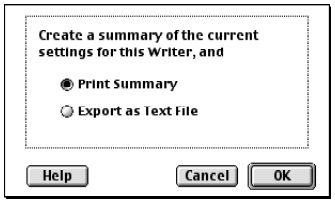
Tip: To make a template that is an *exact* copy of the current writer file, including topic dictionaries, Personal Dictionary and Collected Words, copy the writer file to the My Templates folder in your CoWriter 4000 folder. Use this method when you want to create writer files for individual students that are all linked to the same Topic Dictionaries for special writing assignments.

Page Setup...

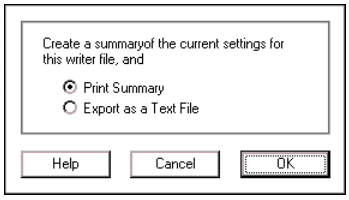
Select ***Page Setup…*** to set page and layout preferences (i.e., orientation, margins, copies, etc.) for printing dictionaries from Co:Writer. The dialog will vary according to the selected printer/print driver. These settings do *not* affect your word processing document.

Print Writer...

This feature allows you to view all preference settings for the current writer file. You have the option to either send the information to your printer or export a text file that you can save or print out for your records.



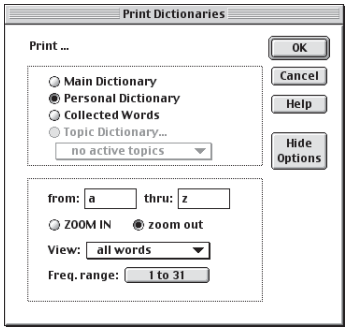
Macintosh



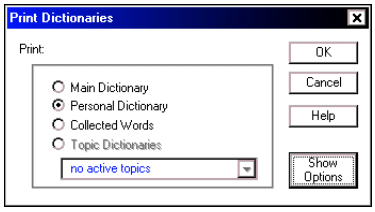
Windows

Print Active Dictionaries...

Select ***Print Active Dictionaries…*** to print the contents of a dictionary to use for reference. Through the dialog, specify which dictionary and what to print from that dictionary based on frequency of use and alphabetical range. You also dictate what format to print — list (zoom out) or detailed (zoom in).



Macintosh



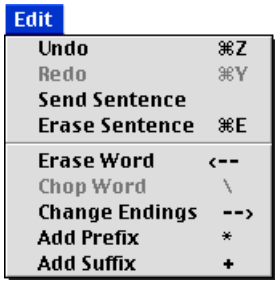
Windows

Quit/Exit

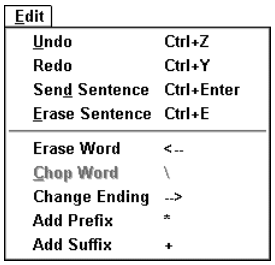
Select ***Quit*** (Macintosh) or ***Exit*** (Windows) when you are finished and have no need to resume working in Co:Writer 4000.

Edit Menu

The Edit menu includes items for changing the words selected in the Co:Writer Window.



Macintosh



Windows

Note: The last three items in the Edit menu change depending on whether you are in the middle of a word or have selected a guess. See "More Edit Menu," p. 86, for additional items.

Undo

In most cases, selecting ***Undo*** reverses the last action performed in Co:Writer.

For example, if you just deleted letters, a word, or a sentence, ***Undo*** will put back what you deleted and restore the word choices. If you just accepted a guess, typed letters, or added a prefix or suffix, ***Undo*** will erase what was added and restore the word choices. In most cases, ***Undo*** can reverse the last several actions in a row.

Exception: If you accidentally send a sentence to your document, the ***Undo*** command will only reverse the action if it is the very next command given. Once you begin a new sentence in Co:Writer, ***Undo*** will not be able to bring the sentence back.

Redo

If you ***Undo*** something and change your mind, use ***Redo*** to reverse it. Like ***Undo***, ***Redo*** can reverse the last several actions that you "undid."

Redo is only available after using ***Undo***.

Send Sentence

In most cases, your sentence will automatically be sent to your word processing document once you enter an ending punctuation. However, if there is no ending punctuation in what you are typing, you can send it with the ***Send Sentence*** command from the Edit menu.

Erase Sentence

If you decide to delete an entire sentence before it has been sent to your word processing document, select ***Erase Sentence*** (Edit menu) or press, ⌘ E (Macintosh) or Ctrl E (Windows).

If the sentence has already been transferred to your word processing document, delete the sentence directly in that document.

Erase Word

To delete the most recent word in your sentence, Select ***Erase Word*** (Edit menu), or press ←.

Unlike Delete or Backspace, this action deletes the entire word. This is useful when you want to start typing a word over or when you have inserted a word you did not want. You may delete as many words in your sentence as you want in this manner.

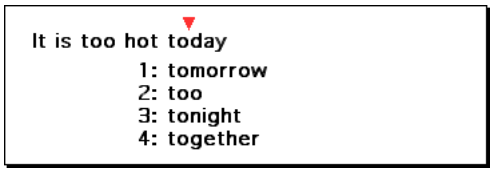
Chop Word

This feature allows you to "chop off" letters of a predicted word.

Chop Word is only available when ***Predict In-line*** (Format menu) is turned on. Use this to delete the part of the predicted word that is **after** the in-line cursor.

For example, suppose you want your sentence to be, **"It is too hot to go anywhere."**

As you type the first two letters, Co:Writer predicts:

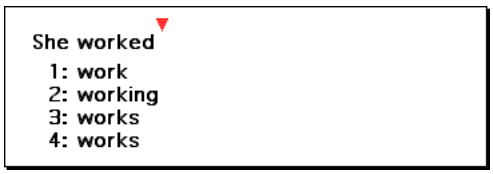


Select ***Chop Word*** (Edit menu) or type \ to delete everything **after** your cursor, leaving only "to," which is the word you wanted.

Change Endings

After accepting a word you can add an appropriate ending. Examples of word endings are: working, worked and works.

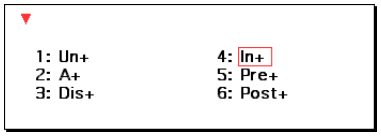
After accepting a predicted word into your sentence, select ***Change Endings*** (Edit menu) or press →. Co:Writer then displays a list of the selected word with various word endings. Select the word in its desired form.



Add Prefix

Co:Writer 4000 gives you the option to start a word by selecting a prefix from a list, rather than typing a letter. Select ***Add Prefix*** (Edit menu) or type [*], to produce a list of prefixes (indicated by a plus sign). If the prefix you want is not in the list, type the first letter of the prefix to see more prefix choices.

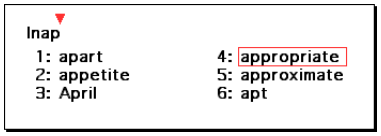
1)



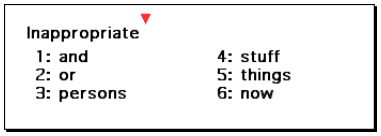
2)

After selecting a prefix, continue by typing the next letter of the word to view a list of appropriate word choices. Upon selecting a word, Co:Writer combines it with the chosen prefix to complete your word in the sentence.

3)

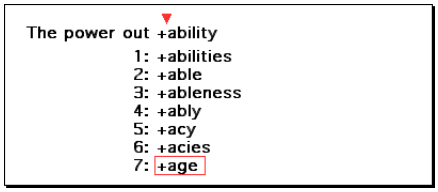


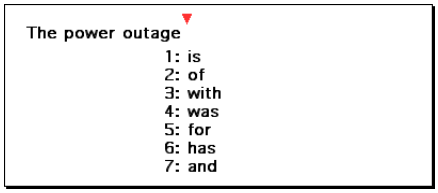
4)



Add Suffix

After accepting a word, you can add a suffix. Select ***Add Suffix*** (Edit menu) or type [Shift] [=] or [+] (on the numeric keypad), to produce a list of suffixes (indicated by a plus sign). Select the suffix from the list and Co:Writer appends it to your word.



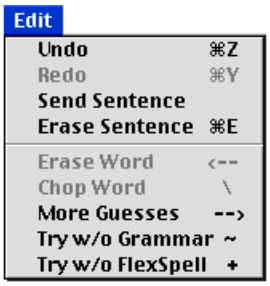


If the suffix you want is not in the list, type the first letter of the suffix to see additional suffix choices.

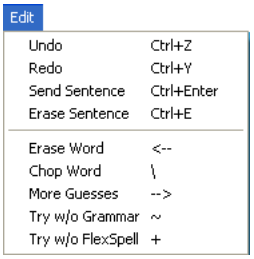
More Edit Menu

When you are in the middle of typing a word, the bottom three items in the Edit menu change to give you more control over the way words are predicted. If the word you want is not showing in the list of word choices, try these options:

- More Guesses
- Try without Grammar
- Try with FlexSpell / Try without FlexSpell



Macintosh



Windows

More Guesses

While typing a word, you can select this item, or press the More Guesses key (⇢) repeatedly to make Co:Writer display several alternate sets of guesses (including the guesses that Co:Writer has already made).

More Guesses is not available until at least one letter has been typed.

Tip: ***More Guesses*** is helpful if you think you may have "typed past" the word you wanted.

Try without Grammar

While typing a word, you can temporarily ignore grammar attributes and predict words solely based on spelling and statistical frequency. Co:Writer may not always predict common words if their grammar attributes do not match the context of the sentence.

Select ***Try without Grammar*** (Edit menu) or press ~ to change the word choices to statistical predictions. After you accept a word, Grammar is active again.

Tip: Use ***Try without Grammar*** when you are looking for very common words, particularly when you are doing informal writing.

Try with FlexSpell/Try without FlexSpell

This option turns Flexible Spelling ON or OFF for the current word only. While typing a word, you can immediately change the word choices to take into account or ignore flexible spelling (depending on your ***Flexible Spelling*** setting).

Try with FlexSpell

Brings up guesses using a "flexible" interpretation of what you have typed so far. This option is available when Flexible Spelling is OFF.

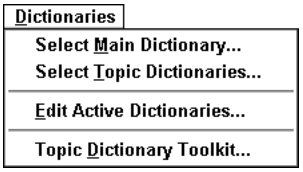
Try without FlexSpell

Brings up guesses that exactly match the letters you have typed so far. This option is available when Flexible Spelling is ON (any setting).

Select ***Try with FlexSpell/Try without FlexSpell*** (Edit menu) or press + (Shift =) to change the word choices. After you accept a word, your regular flexible spelling option will be active again.

Dictionaries Menu

Macintosh



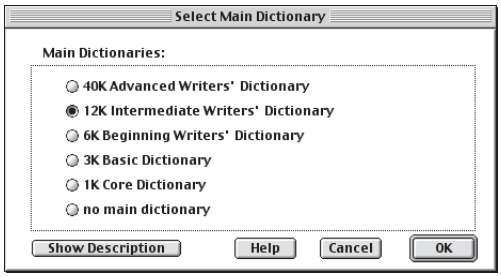
Windows

If you are using an existing writer file, there are already dictionaries associated with it. However, when opening a new writer file, or changing tasks or skill levels in an existing writer file, you may select or change the dictionaries Co:Writer will use in the current writer file, for a more appropriate choice.

See Chapter 4, "Using the Dictionaries," for more information on selecting and using dictionaries.

Select Main Dictionary...

Select the level/size dictionary you want Co:Writer to select word predictions from based on the dictionary description on the bottom of the dialog. Click a dictionary to select it. Click ***OK*** to accept your choice.

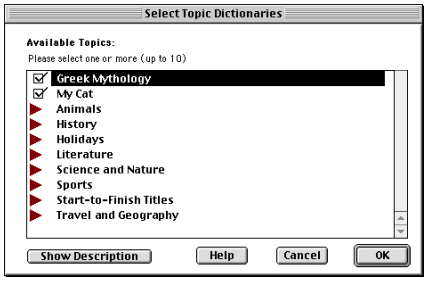


If you want more information about the selected dictionary, click ***Show Description*** to display the number of words in the dictionary and lists of words typically included and **not** included in the dictionary.

See Chapter 4, "Using the Dictionaries," for more information on the Main Dictionaries.

Select Topic Dictionaries...

The dialog will list available topics and categories (groups of topics). Any active topics will appear at the top of the list.

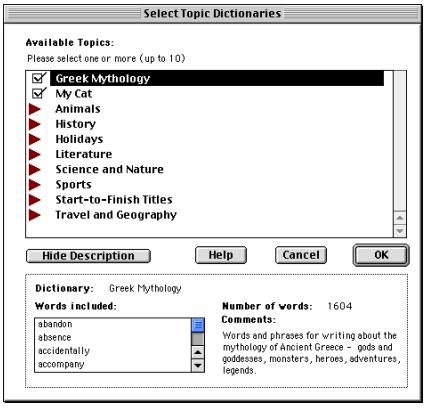


Each category is marked with a colored triangle. To open or close a category, click on the triangle. When open, the triangle will point down, followed by the topics in that category. When closed, the triangle points to the right.

Each topic is marked with a box in front of the topic name. To activate or de-activate one or more topics, click in the box.

To view a description of a Topic Dictionary or see the first 100 words in that dictionary:

1) Choose ***Select Topic Dictionaries...*** (Dictionaries menu).
2) Click ***Show Description***.



3) In the scrolling list, click on the name of the topic you want described.

Activate a Topic Dictionary

1) Click the checkbox next to the name(s) of the topic dictionary you want.
2) Click ***OK*** to accept your choice(s).

To deactivate a dictionary, *uncheck* the checkbox next to the name and click ***OK***.

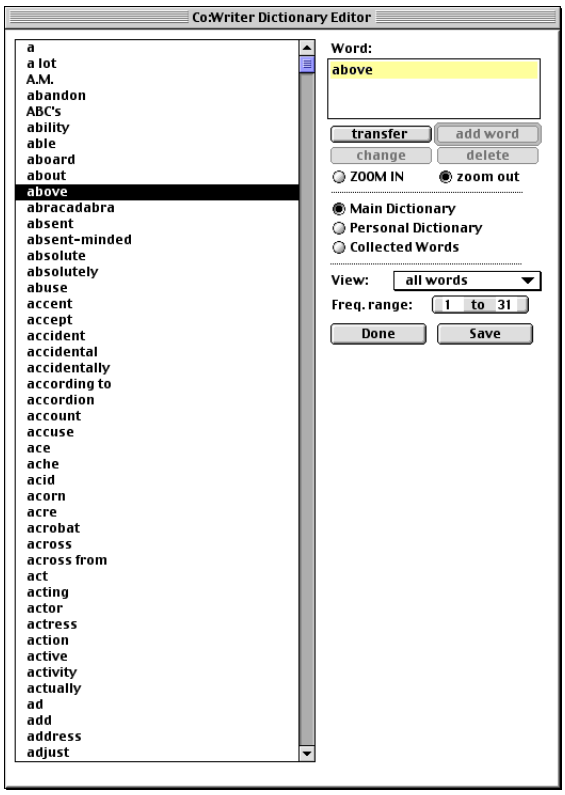
Note: You can select up to 10 topic dictionaries at a time, but Co:Writer will predict more effectively if you select just one or two.

See Chapter 4, "Using the Dictionaries," for more information on topic dictionaries.

Edit Active Dictionaries...

Select ***Edit Active Dictionaries…*** (Dictionaries menu) to view entries in any dictionary attached to the current writer file. You can view words as a list (***zoom out***), or view details (***zoom in***) such as part of speech, type, usage, and frequency.

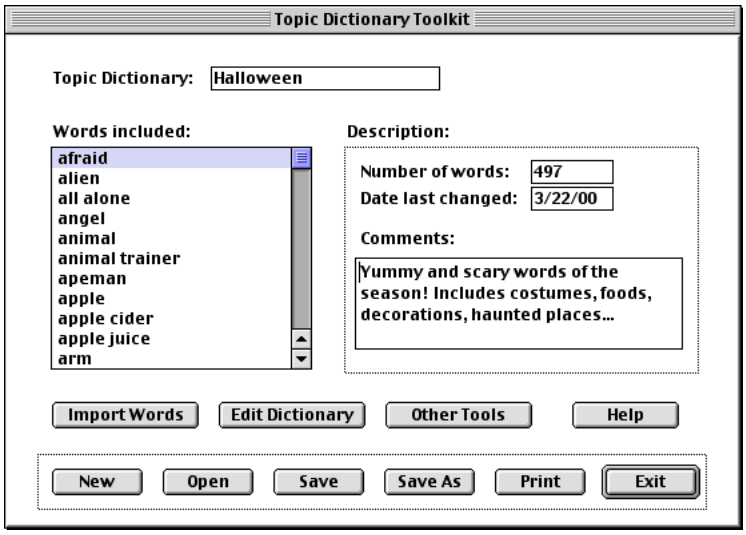
Although you can view the main dictionary ***zoomed in*** or ***zoomed out***, you can not edit main dictionary entries. You can, however, type words into your personal dictionary and make changes there. The following is a sample of words displayed with ***zoom out*** selected.



You can view the Personal Dictionary, Collected Words, and Topic Dictionary in the same way as the Main Dictionary. You can also edit words in these three selections.

See Chapter 4, "Using the Dictionaries," for more information on viewing and editing the dictionary entries.

Topic Dictionary Toolkit



Select ***Topic Dictionary Toolkit…*** to create or delete topic dictionaries, or view, define, add, change, delete, or print words in existing topic dictionaries.

Words on a particular topic can also be automatically added to the Collected Words Dictionary as they are typed in the Co:Writer window (***Collected Words*** ON) or added directly to the Personal Dictionary or active topic dictionary in the ***Dictionary Editor***.

See Chapter 4, "Using the Dictionaries," for more information on the Topic Dictionary Toolkit, Collected Words Dictionary, Personal Dictionary and Dictionary Editor.

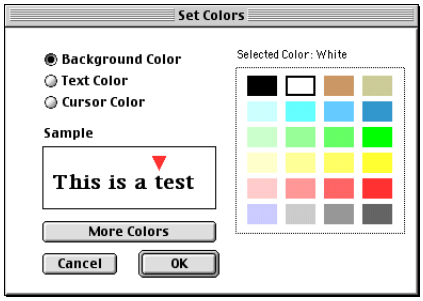
Format Menu

Macintosh

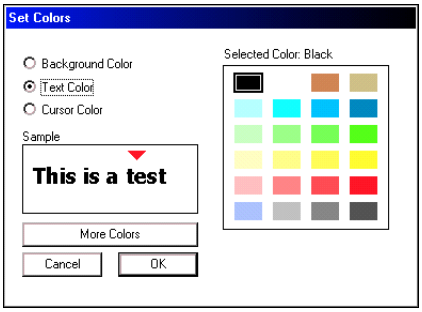
Windows

Set Colors...

Select ***Set Colors...*** to set the color scheme of the Co:Writer 4000 window.



Macintosh



Windows

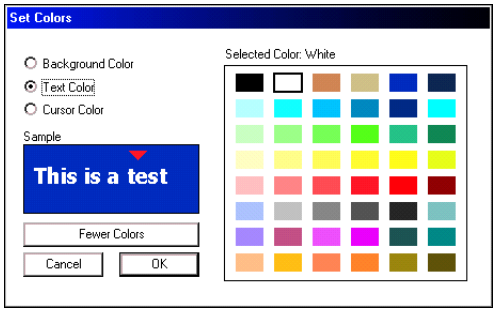
Use the radio buttons to select the item you want to change, then click a color to update the color scheme in the sample window. You can change the:

- Background color
- Text color
- Cursor color

You can set a different color scheme for Talk Mode.

Click ***More Colors*** to display all 48 colors available.

Experiment with different color schemes to find a combination that is easily readable or meets specific visual needs.

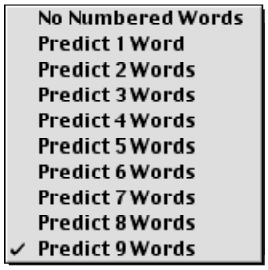


Click ***OK*** when you have the colors you want. Click Cancel to ignore any color selections.

See Section 2 of the *Teacher Materials,* "Color Strategies for Co:Writer," for more information on selecting and using color in Co:Writer.

Number of Guesses

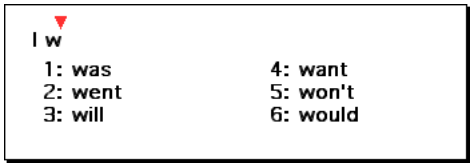
Select the number of word choices to appear below your sentence.



Select ***No Numbered Words*** to prevent word choices from appearing below the sentence being typed (use with ***Predict In-Line***). Otherwise, specify the number of word choices to appear below the sentence. The number of word choices will also automatically adjust to fit in the Co:Writer window as it is resized.

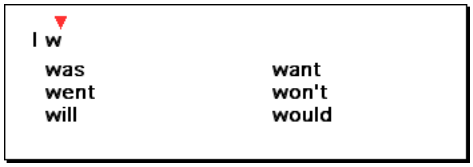
Show/Hide Numbers

Show/Hide Numbers is a toggle command that turns the display of numbers among the word choices on or off. When numbers are hidden, they may not be used to select a word choice.



Example of guesses after Show Numbers is selected

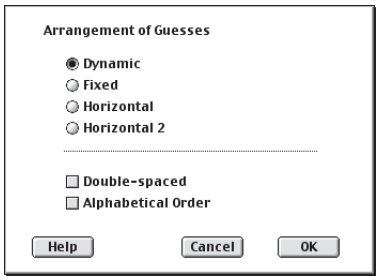
Tip: Use ***Show Numbers*** when using keyboard or alternate input to make word selections.



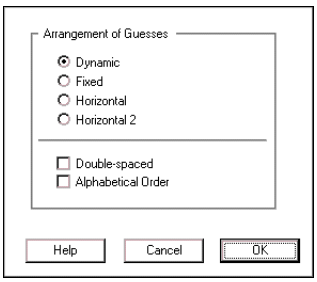
Example of guesses after Hide Numbers is selected

Tip: Use ***Hide Numbers*** when using the mouse to make word selections, or when the user is confused by the numbered choices.

Arrange Guesses



Macintosh

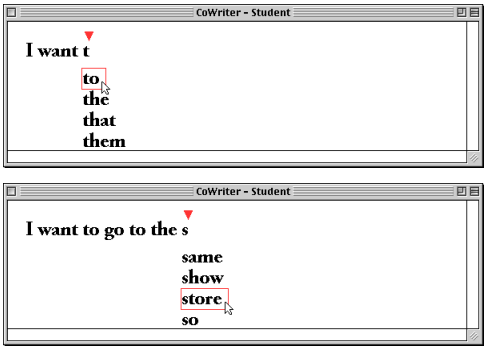


Windows

Select ***Arrange Guesses*** (Format menu) to format the display of word choices.

Dynamic Arrangement

Select ***Dynamic Arrangement*** to display word choices in a single column immediately under the cursor in the sentence. The window is sized to fit the number of guesses plus the sentence.

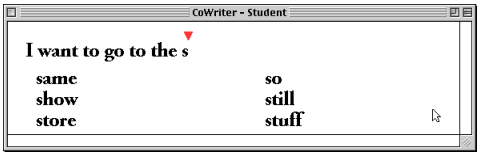


Examples of Dynamic Arrangement

Notice how the word choices move with the cursor.

Fixed Arrangement

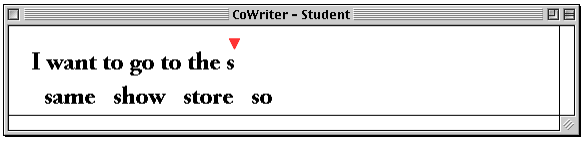
Select ***Fixed Arrangement*** to display word choices in 2 non-moving columns below the in-line statement.



Example of Fixed Arrangement

Horizontal

Select ***Horizontal*** to display word choices horizontally, in a fixed format, below the sentence. Window height is sized for 2 lines — one for word choices, and one for the sentence. If the window is not wide enough (i.e., when using large font and large number of guesses), Co:Writer will only display the choices that fit.



Example of Horizontal Arrangement

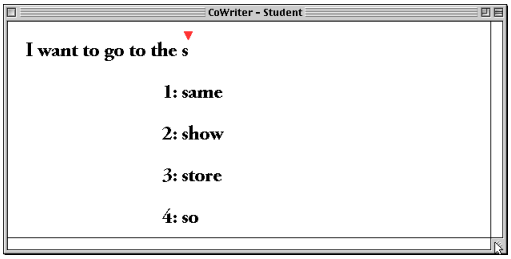
Horizontal 2

The Horizontal 2 arrangement is just like ***Horizontal***, but gives you some extra options for navigating through word choices and editing your sentence. Use:

- and to move through the word choices
- to delete a word
- to review guesses or change endings

Double-Spaced

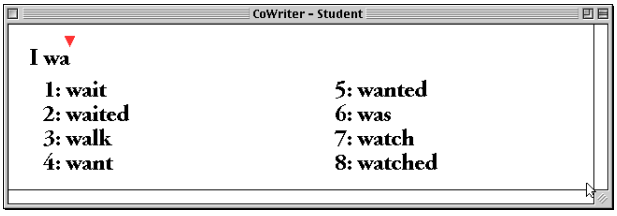
If checked, an extra space will be added between word choices and between the sentence and the choices.



Example of Double-Spaced Arrangement

Alphabetical Order

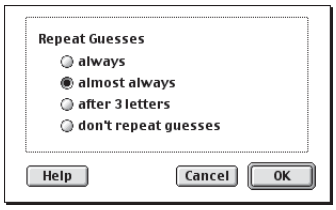
If checked, word choices are displayed alphabetically.



Example of Alphabetical Arrangement

Repeat Guesses

Select Repeat Guesses to set options to have Co:Writer repeat guesses — or not — in the list of word choices as long as they still match the letters typed.

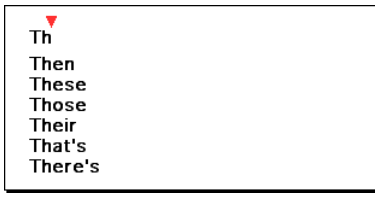


For example, if you type "t," Co:Writer guesses:

and then you type "h," Co:Writer could…

…repeat the words that still match the letters typed.

… or guess all new words that match the letters typed.



Always

Repeat guesses as long as they still match the typed letters. Avoids the risk of missing the desired word when it is first guessed by Co:Writer.

Almost Always

Repeat guesses as long as they still match the typed letters, *except* on the second letter typed. Avoids the risk of missing the desired word when it is first guessed by Co:Writer.

After 3 Letters

Repeat guesses only after the third letter is typed. This is a good option for writers who wait until they get into trouble mid-word before checking the guesses.

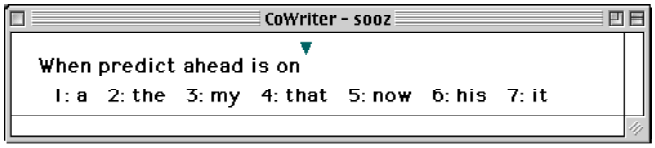
Don't Repeat Guesses

Presents an entirely new set of word choices with each letter typed. This is the most efficient use of Co:Writer's prediction, but there is a risk of the user "typing past" the desired word when it is first guessed by Co:Writer.

Tip: If you select ***Don't Repeat Guesses***, you can still use ***More Guesses*** (Edit menu) or press ⇢ to bring up "missed" word choices.

Predict Ahead

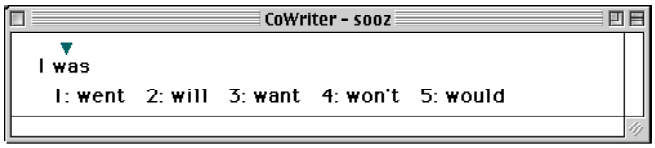
Co:Writer 4000 anticipates the next word before any typing occurs, using grammatical and statistical factors for this prediction instead of typed input. This feature works well with mouse pointing devices.



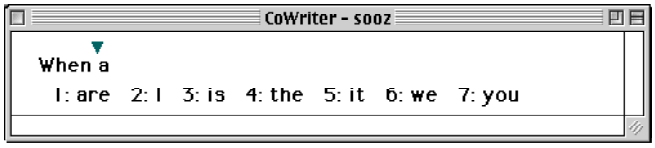
Predict In-Line

When using ***Predict In-Line***, a complete predicted word appears in the sentence, along with word choices below the sentence, as letters are typed.

Example of Predict In-Line only:



Example of Predict In-Line used with Predict Ahead:

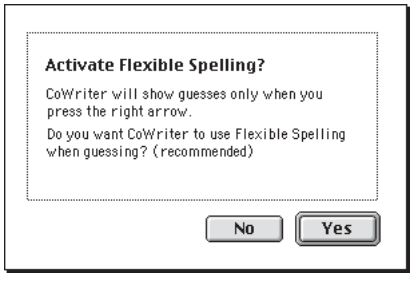


Predict As Needed ...

With ***Predict as Needed*** on, as you type your sentence into the Co:Writer window no guesses will appear until → is pressed. Guesses will then appear for that word.

While guesses are present, you may press → repeatedly to see more guesses for that word.

If ***Flexible Spelling*** is OFF when ***Predict as Needed*** is activated, you will be asked if you would like to turn ***Flexible Spelling*** ON.


Activate Flexible Spelling?
CoWriter will show guesses only when you press the right arrow.
Do you want CoWriter to use Flexible Spelling when guessing? (recommended)
No
Yes

Hide/Show Title (Macintosh only)

A toggle command that hides the title bar.

Size Window to Fit

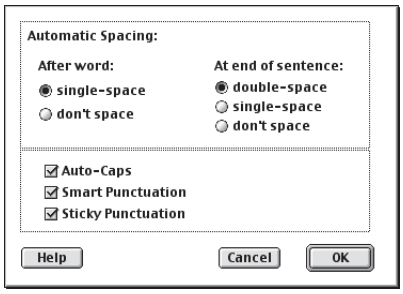
A toggle command that expands the Co:Writer Window to the maximum width of screen.

Auto-Space ...

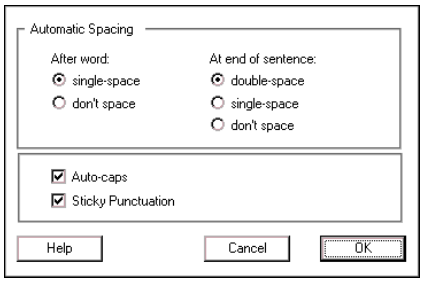
Co:Writer 4000 has been designed to take a lot of the work out of typing, and will automatically enter spaces between words and after sentences.

The options in the ***Automatic Spacing dialog*** are provided for specialized uses of Co:Writer, such as programming. You may want to change the preferred number of spaces at the end of a sentence, but you would not typically change the other settings.

To set capitalization and spacing preferences, select ***Auto-Space…*** (Format menu).



Macintosh



Windows

Select the desired options in the dialog and click OK.

Automatic Spacing

Co:Writer normally adds one space after each word, and two spaces after each sentence.

Auto-Caps

When this option is checked, Co:Writer capitalizes the first word of each new sentence.

Tip: To begin a sentence with a lowercase word, type Spacebar before typing the first letter of the sentence.

Smart Punctuation

When this option is checked, Co:Writer 4000 automatically sends completed sentences to your text program when you type the ending punctuation mark (., ?, or !). This is the default setting for all writer templates.

Macintosh only

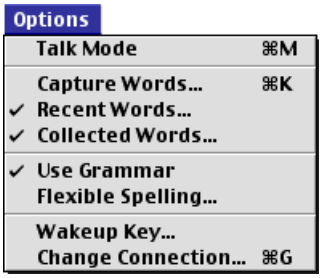
With Smart Punctuation on, Co:Writer also uses "smart," or curly quotes, when you type a quote or double-quote mark.

Tip: To type a single "regular," or non-curly quote to indicate a unit of measurement, for instance, type Esc to enter ***True Keys*** mode, then type the quote. Type Esc again to exit ***True Keys*** mode.

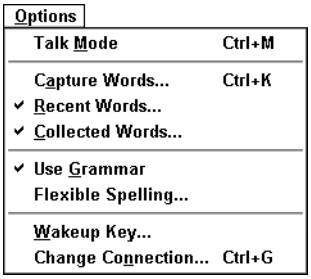
Sticky Punctuation

When this option is checked, Co:Writer 4000 removes any automatic spaces between words and punctuation. This is the default setting for all writer templates.

Options Menu



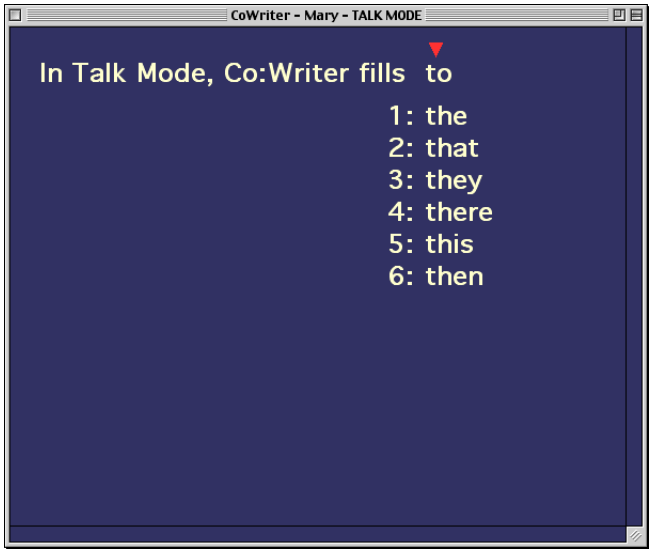
Macintosh



Windows

Talk Mode

When this toggle command is checked, the Co:Writer 4000 window fills the screen and Co:Writer temporarily stops sending text to your word processing document. When in ***Talk Mode***, Co:Writer communicates your words for conversation purposes only.

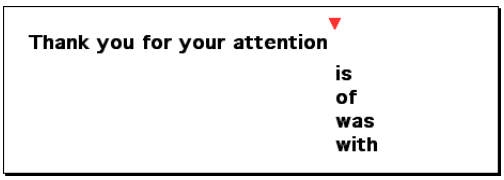


Note: ***Talk Mode*** also uses different default settings for color background and text than "normal" typing mode. You can change the settings by selecting ***Set Colors...*** (Format menu) while in ***Talk Mode***.

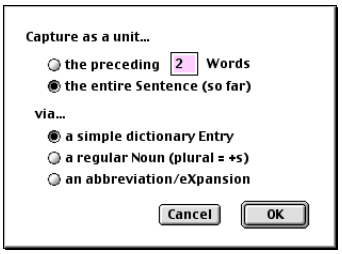
Capture Words...

Use ***Capture Words*** (Options menu) to save unique phrases as single dictionary entries. This eliminates the need to enter the same phrase over and over again. Co:Writer captures two or more words as a single dictionary entry and predicts the entire phrase along with single-word choices.

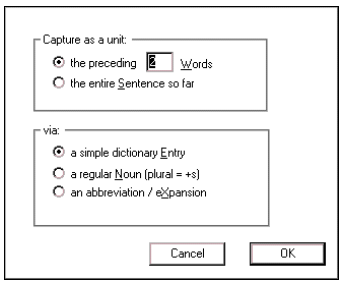
1) In the Co:Writer window, enter the phrase you want to capture. Make sure you have accepted the last word in the phrase, or typed Spacebar.



2) Select ***Capture Words... (Options*** menu). The Capture Words dialog appears.



Macintosh



Windows

3) Under ***Capture as a unit…*** designate the amount of words to be captured.

The Preceding ___ Words

Choose this option if you want to capture part of the current in-line sentence. Going backwards from the Co:Writer cursor, count the number of words you want to capture. Type the number in the field. Co:Writer will "capture" that word or phrase to your Collected Words Dictionary.

The Entire Sentence (so far)

Choose this option if you want to capture the current in-line sentence as a whole. Co:Writer will "capture" that word or phrase to your Collected Words Dictionary.

4) Then, under ***via…,*** select the desired format. Click OK

A Simple Dictionary Entry

Select this option for names, phrases, irregular nouns and other parts of speech. No grammar will be assigned to most entries.

A Regular Noun (Plural = +s)

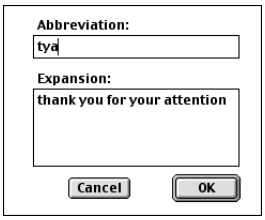
Select this option for nouns that use normal pluralization rules (add an "s" to make a plural). Co:Writer will assign appropriate grammar attributes to the dictionary entry.

An Abbreviation/eXpansion

Select this option for words or phrases that you want Co:Writer to treat as abbreviation-expansions. Abbreviation-expansions are frequently used for communication. You can enter just a few letters to "type" a whole sentence.

If you select ***an abbreviation/eXpansion*** under ***via…*** you will be prompted to enter an abbreviation to represent this entry. It is recommended that you use an

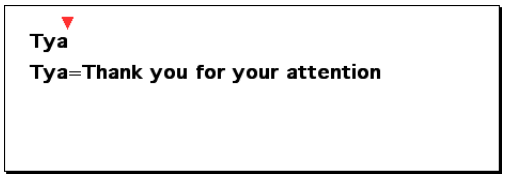
abbreviation that is not likely to be a regular word. You can assign the same abbreviation for more than one phrase.



To access a phrase by abbreviation in the future:

a) Make sure that ***Predict Collected Words*** is ON (Edit menu > Collected Words).

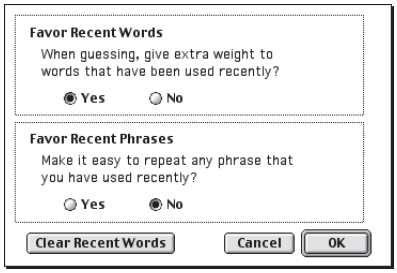
b) Type the abbreviation. The expansion will appear in the list of word choices.



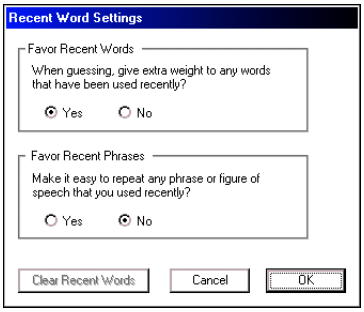
c) Select the phrase to enter it into your sentence.

Recent Words...

Co:Writer 4000 can present word choices based on the most recent choices you have made. Otherwise, word choices are presented based on grammar setting and word frequency scores.



Macintosh



Windows

Favor Recent Words

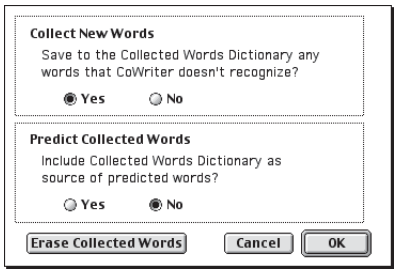
This option gives "extra weight," or higher frequency, to words used recently.

Favor Recent Phrases

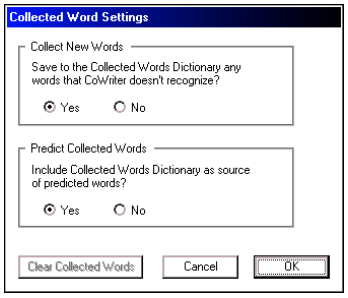
This option gives extra weight to phrases you have used recently.

Collected Words...

Co:Writer 4000 gives you the option to collect unfamiliar words to a separate dictionary and an additional option to include this new dictionary as a source for predicted words.



Macintosh



Windows

Collect New Words

With this option ON (Yes), Co:Writer will automatically collect and save any new words — words typed that are not in the currently selected dictionaries (including Main Dictionary, Personal Dictionary, Topic Dictionaries).

Predict Collected Words

With this option ON (Yes), Co:Writer will predict words that have been collected.

With this option OFF (No), Co:Writer will not predict collected words until they are reviewed and saved into the Personal Dictionary.

Erase Collected Words

Click this to clear all collected words from the Collected Words Dictionary. This is useful when lots of misspelled words have been typed and collected.

Tip: Select ***Edit Dictionaries...*** (Dictionaries menu) to view and edit the Collected Words Dictionary.

Use Grammar

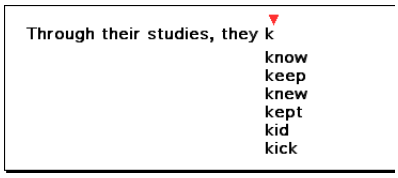
A toggle command that controls whether grammar principles are used in word prediction. Grammar is turned on by default.

Tip: Uncheck *Use Grammar* when grammar is not desired (i.e., for programming, typing lists or other specialized applications needing only statistical prediction).

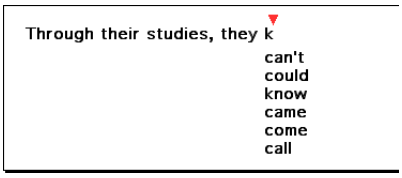
Flexible Spelling...

Flexible Spelling... uses phonetic spelling to predict words. Use this feature when the user spells phonetically, frequently omits letters, or is often unsure of the correct spelling of words.

While Flexible Spelling is turned on, Co:Writer 4000 will offer correctly spelled word choices that are similar to the spelling you are entering.

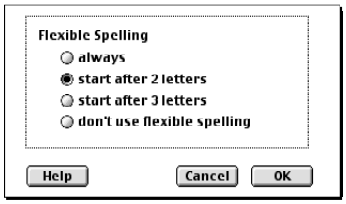


Guesses without Flexible Spelling



Guesses with Flexible Spelling

Select ***Flexible Spelling...*** (Options menu) to check or change settings.



Always

Flexible Spelling begins with the very first letter typed.

Start after 2 Letters

Predicted words will not be based on Flexible Spelling rules until after the second letter is typed.

Start after 3 Letters

Predicted words will not be based on Flexible Spelling rules until after the third letter is typed.

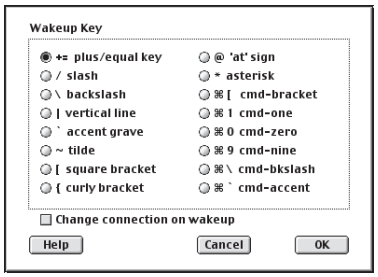
Don't use Flexible Spelling

Flexible Spelling is turned off.

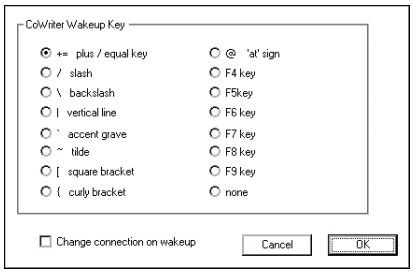
Note: If you use ***Flexible Spelling***, it is recommended that you use one of the smaller Main Dictionaries — the 6K, 3K and 1K. It can be used with the 12K and 40K Main Dictionaries, but loses much of its effectiveness, particularly with ***Repeat Guesses*** turned on, so it is not recommended.

Wakeup Key...

The wakeup key is the key you type to bring Co:Writer 4000 to the foreground. Type the wakeup key when you need to "wake up" Co:Writer 4000 after using menu items or editing in your text program.



Macintosh



Windows

Wakeup Key

The default wakeup key for new writer files is the plus/equals key — +/=. Co:Writer lets you assign a different key or key combination to serve as the wakeup key. If you change the wakeup key, choose one that is unlikely to be needed in the program(s) you normally use with Co:Writer.

Select the wakeup key you want to use. Your preference will be saved to your writer file.

Change Connection on Wakeup

This option allows Co:Writer 4000 to switch applications when you do. For example, if you were using Co:Writer with your word processing program, but have now opened your e-mail software, Co:Writer will automatically "link" to the e-mail application when you press the wakeup key. This is the default setting.

With this option unchecked, Co:Writer would send text to the word processing program (your original connection) regardless of your "current" application.

Caution! If ***Change connection on wakeup*** is active, and you want to work in a different application window without connecting it to Co:Writer, you'll need to avoid using the wakeup key from the new window.

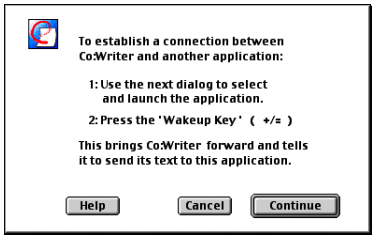
Note: Do *not* check this option if you use Discover:Screen or another on-screen keyboard as alternate access to the computer.

Change Connection...

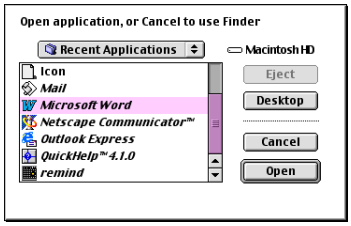
This feature allows you to change which software application your Co:Writer script is being sent to after your initial launch of Co:Writer.

Macintosh

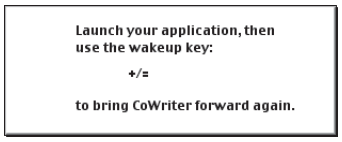
1) Choose ***Change Connection...*** (Options menu).


To establish a connection between
Co:Writer and another application:
1: Use the next dialog to select
and launch the application.
2: Press the 'Wakeup Key' (+/=)
This brings Co:Writer forward and tells
it to send its text to this application.
Help
Cancel
Continue

2) Select an application from the dialog. If the program you want to use is not listed, use the directory to locate it.



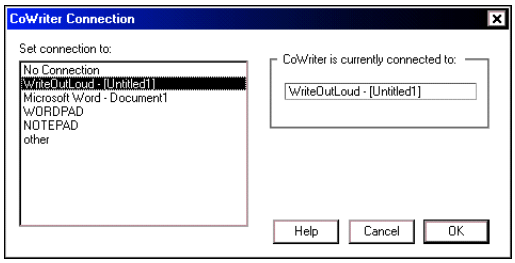
3) A reminder dialog tells you which key is currently defined as your wakeup key.



Use the wakeup key to complete the connection to Co:Writer. The Co:Writer window will come to the foreground.

Windows

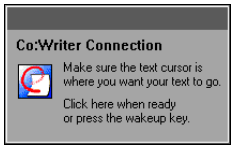
1) Choose ***Change Connection...*** (Options menu).



2) Select an application from the dialog. Click ***OK***.

Note: If the application you want to use is not listed, click other to select an application from the Start menu or Taskbar.

3) When the application is open, a dialog prompts you to position your text insertion cursor and wake up Co:Writer.


Co:Writer Connection
Make sure the text cursor is where you want your text to go.
Click here when ready or press the wakeup key.

Note: In a complex application, this prompt may appear before you have opened a document, or before you have selected and positioned the Type tool. Be sure not to wake up Co:Writer until your document is ready to receive text.

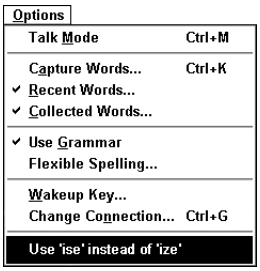
4) Click in the Reminder window, or press the wakeup key (+ / =) to "wake up" Co:Writer and bring it to the foreground.

Note: If you use Discover:Screen or another on-screen keyboard as alternate access to the computer, click in the Reminder window to wakeup Co:Writer. Do *not* type the wakeup key through your on-screen keyboard, or you will change the connection.

Use 'ise' instead of 'ize' (UK version only)

British spelling traditionally uses 'ise' instead of 'ize,' as in "nationalise," "organised," "localisation" and numerous other words, but use of 'ize' is acceptable and possibly even preferred by some writers. To handle both possible preferences, a toggle command was added to the Options menu in the UK version of Co:Writer 4000.

Macintosh



Windows

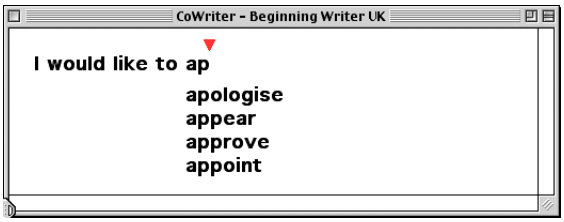
If turned on (checked), those words are guessed with 'ise' endings (and appear with 'ise' endings when using a Dictionary editor.) If this item is unchecked, those words appear with 'ize' endings.

Change the setting

When you change the setting, the words "toggle" to the appropriate setting immediately.

1) Type a sentence that includes a word that uses an "ise/ize" ending.

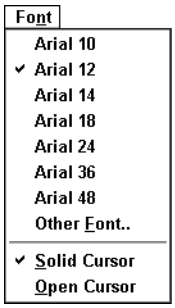
2) Select ***Use 'ise' instead of 'ize'*** (Options menu) to change the setting. The words "toggle" to match the new setting.



3) Select ***Use 'ise' instead of 'ize'*** again to change the setting back, if desired.

Font Menu

Macintosh



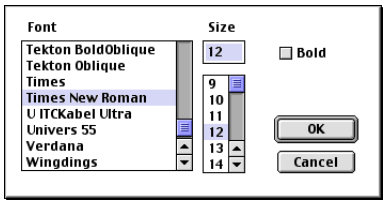
Windows

Co:Writer 4000 Fonts

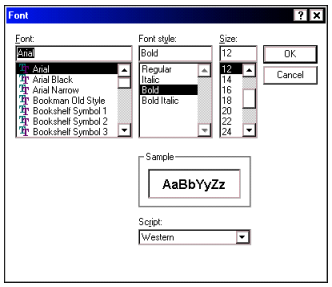
Choose the typeface from the list of default Co:Writer 4000 fonts. Selections do not affect the fonts in the word processor or any other application behind the Co:Writer 4000 window. All settings are automatically saved to the writer file.

Other...

If Co:Writer 4000 does not list a font you wish to use, select ***Other…*** to browse and select a typeface that is available on your system. Click to set font, style and size attributes. Click ***OK*** when done. The new font settings will be active.



Macintosh



Windows

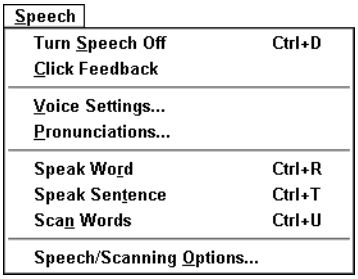
Solid Cursor — Open Cursor

The cursor marks your place in the Co:Writer 4000 in-line sentence. Select your preference of either ***Solid Cursor*** or ***Open Cursor.***

Note: When Esc is pressed, the cursor inverses its state from solid to open (or vice-versa) to indicate that numerals and other special keys are being entered as text rather than to make a word selection. This feature, called ***True Keys***, remains active until Esc is pressed again.

Speech Menu

Macintosh



Windows

Turn Speech Off (On)

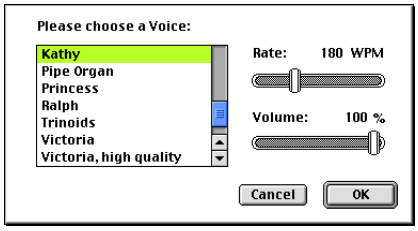
This toggle command turns off/on all speech options. The default setting is Speech ON. ***Turn Speech Off*** when you want to temporarily work quietly, or when you do not want to use speech feedback in Co:Writer.

Click Feedback

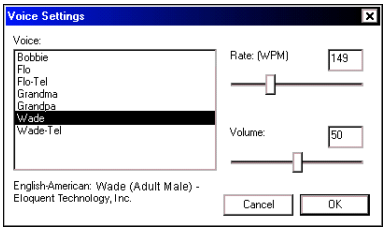
Check this option to add a "click" sound when a guess is highlighted by arrow keys, scanning or pointing with the mouse. ***Click Feedback*** is active only when ***Speech*** is turned OFF.

Voice Settings

Select a voice and adjust speech rate and volume. Any changes made in Voice Selector will affect only the software you're currently using. However, you should choose the same voice for each open application if you have a limited amount of available memory (RAM).



Macintosh



Windows

Note: The Voice Selector does not alter other system settings such as alert sounds and speaker volume. Use your Sound control panel to make changes to those settings.

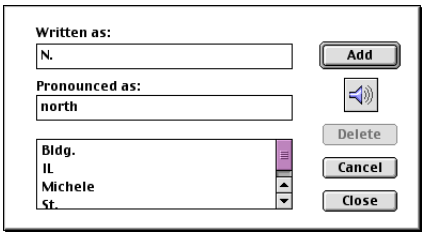
Pronunciations ...

The speech software may not pronounce all words correctly. Proper names and abbreviations, in particular, are often exceptions to regular pronunciation rules, and may need special attention. You can specify how you would like certain words to be spoken in the Pronunciation Exceptions Dictionary.

Select ***Pronunciations…*** (Speech menu) to add, modify, or delete entries in the Pronunciation Exceptions Dictionary.

Macintosh

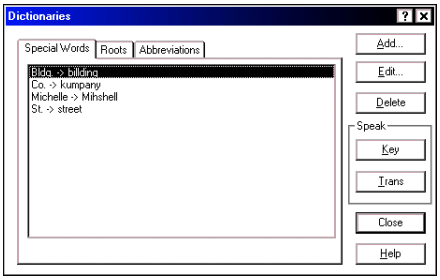
The Pronunciation Exceptions dialog appears.



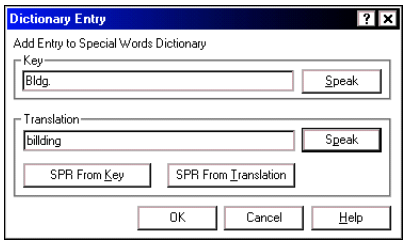
1) In the ***Written as*** field, type in the word you want to give a new pronunciation.
2) In the ***Pronounced as*** field, type a "phonetic" spelling for the word. Click the ***Speaker*** button to hear the pronunciation. Adjust the phonetic spelling, if necessary, until the word is pronounced satisfactorily.
3) Click ***Add*** to enter the word into the Pronunciation Exceptions Dictionary.
4) Click ***Close*** to save the entries and close the dictionary.

Windows

The Dictionaries dialog appears.



1) Click ***Add*** to add a new entry to the Pronunciation Exceptions Dictionary. The Dictionary Entry dialog appears.



2) In the ***Key*** field, type in the word you want to give a new pronunciation.
3) In the ***Translation*** field, type a "phonetic" spelling for the word. Click the ***Speak*** button next to the field to hear the pronunciation. Adjust the phonetic spelling, if necessary, until the word is pronounced satisfactorily.

4) Click ***OK*** to enter the word into the Pronunciation Exceptions Dictionary. You will return to the Dictionaries dialog.

5) Click ***Close*** to save the entries and close the dictionary.

Speak Word

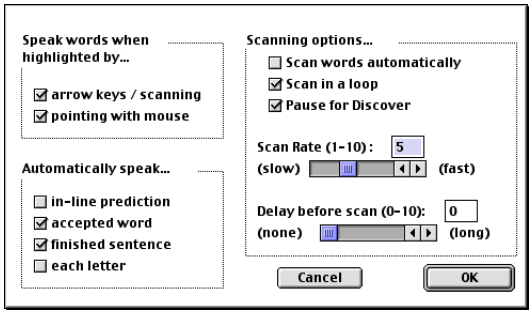
Speaks the current word in the Co:Writer window.

Speak Sentence

Speaks the sentence that is in the Co:Writer window.

Speech & Scanning Options...

Select ***Speech & Scanning Options… (Speech*** menu) to set or change speech and scanning preferences for the writer file.



Speak words when highlighted by...

- ***Arrow keys/scanning*** — speaks predicted words when they are scanned or when the arrow keys are used to move through choices.
- ***Pointing with mouse*** — speaks each word when pointed to with the mouse pointer.

Automatically speak...

- ***In-line prediction*** — speaks the in-line word.
- ***Accepted word*** — speaks the word you accept.
- ***Finished sentence*** — speaks the sentence before it is transferred to your word processor.
- ***Each letter*** — speaks each letter typed.

Scanning options...

Co:Writer 4000 can automatically move a highlight box through the list of word choices — this is called scanning. Press Spacebar or a switch to accept selection.

- ***Scan words automatically*** — begins scanning predicted words, one-at-a-time, automatically (user does not have to manually begin scanning).
- ***Scan in a loop*** scans predicted words continuously until a word is accepted. If ***Scan words automatically*** is also selected, scanning begins immediately. If ***Scan words automatically*** is NOT selected, user must press ⌘ U (Macintosh) or Ctrl U (Windows) to begin scanning.
- ***Pause for Discover*** — adds a "blank" scanning stop where the user can press Esc to cancel the scan.
- ***Scan Rate (1-10)*** — sets the speed of scanning (1 being slowest, 10 being fastest).
- ***Delay before scan (0-10)*** — sets the amount of time before automatic scanning begins (0 being no time, 10 being a long time).

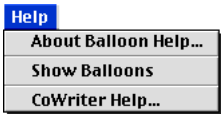
Cancel

Click ***Cancel*** to close the dialog without saving changes.

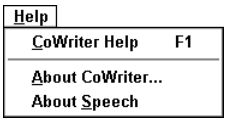
OK

Click ***OK*** to save changes and close the dialog.

Help Menu



Macintosh



Windows

Co:Writer Help

Select ***Co:Writer Help*** for detailed information on every feature of Co:Writer.

NOTE: The Help file is also available on the Macintosh by opening either of two files, CWHelp.explorer or CWHelp.netscape, located within the CoWriter Help folder in your CoWriter folder, with the web browser of your choice.

Help is also available when you're using Co:Writer — in the form of content-specific Help buttons in many dialogs. An on-line version of the manual is also included as a PDF file, viewable with Adobe Acrobat Reader.

About Co:Writer...

View Co:Writer version number and Don Johnston Incorporated contact information in the ***About Co:Writer…*** dialog. ***About Co:Writer…*** can be found in the Help menu (Windows) or Apple menu (Macintosh).

About Speech (Windows only)

Select ***About Speech*** to view information about Co:Writer speech files.

Chapter 4
Using the Dictionaries

Co:Writer 4000's Dictionaries

The dictionaries lie at the very heart of Co:Writer 4000. Co:Writer 4000 draws from several different types of dictionaries to find words for its guesses:

- **A Main Dictionary**
  You select one of five Main Dictionaries which contain detailed word entries with grammatical information and word frequency scores.

- **One or More Topic Dictionaries**
  You can activate one or more dictionaries which contain words geared to a particular theme, such as a favorite sport, school topic, or holiday.

- **A Personal Dictionary**
  You can add personalized words or word combinations, such as names of family, friends, or colleagues; local place names; specialized vocabulary; technical terms; current slang, unusual expressions.

- **A Collected Words Dictionary**
  Co:Writer collects any new words that you use and has them available for future guesses, depending on your ***Collected Word*** settings.

Main Dictionaries

Co:Writer 4000 allows you to select the main dictionary it will use with your writer file based on size (difficulty). There are about 40,000 words in the largest main dictionary, and this number explodes when you consider all the word forms, endings, suffixes and prefixes that could be attached to words. The smaller dictionaries are subsets of the larger ones and contain the more frequently-used words.

Co:Writer has five different Main Dictionaries for you to choose from:

- 1K Core Dictionary
- 3K Basic Dictionary
- 6K Beginning Writers' Dictionary
- 12K Intermediate Writers' Dictionary
- 40K Advanced Writers' Dictionary

Note: There is also an option of using ***No Main Dictionary***. Select ***No Main Dictionary*** when you want Co:Writer to predict words only from your selected Topic Dictionaries, Personal Dictionary and/or Collected Words Dictionary.

In the dictionaries, each word has detailed grammatical information to help Co:Writer guess words and word endings appropriate to where you are in your sentence. Each word also has a word frequency score which tells Co:Writer relatively how often this word is used in English.

The larger dictionaries (12K and 40K) have been updated to include words that are "new," particularly technology terms. Some examples of new words included are:

applet	bungee cord	channel surf	DVD
gigabyte	latte	listserv	telecommute

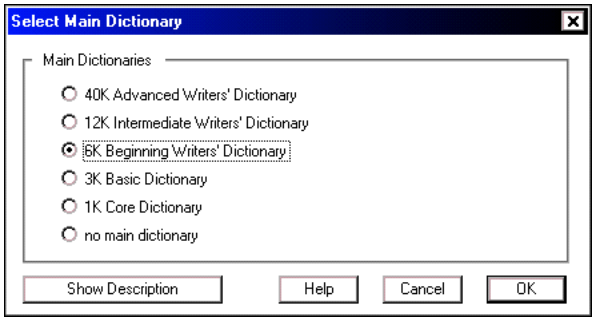
See p. 120 for an example of how the main dictionaries build on each other.

Selecting the Best Main Dictionary to Use

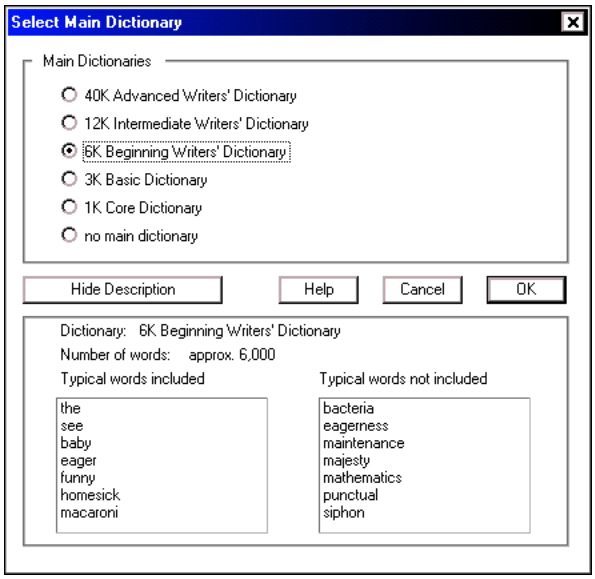
If you are using an existing writer file, there are dictionaries already associated with it. However, when opening a new writer file, or changing tasks or skill levels in an existing writer file, you may select or change the dictionaries Co:Writer 4000 will use in the current writer file, for a more appropriate choice.

Selecting the Main Dictionary

To change the size of the active Main Dictionary, choose ***Select Main Dictionary…*** (Dictionaries menu). Click the dictionary you want to use. Then, select ***OK*** to accept your choice.

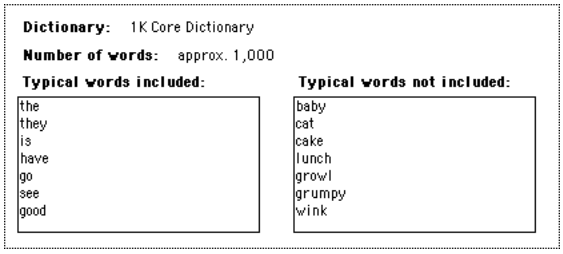


If you want more information about the selected dictionary, click ***Show Description*** to display the number of words in the dictionary and lists of words typically included and *not* included in the dictionary.



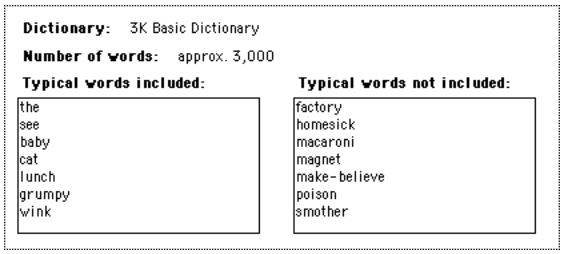
1K Core Dictionary

The 1K Core Dictionary includes only "function" words with a very high frequency in English, like *maybe, of, like, want* and *because*. It does not include "content" words like *cat* or *cake*.



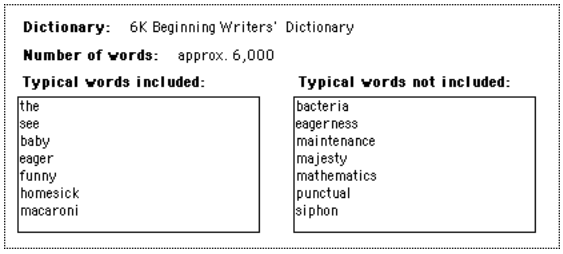
3K Basic Dictionary

The 3K Basic Dictionary includes all of the words in the 1K Core Dictionary, plus an expanded range of function words as well as some very basic, high frequency content words like *baby, cat, cake* and *lunch*.



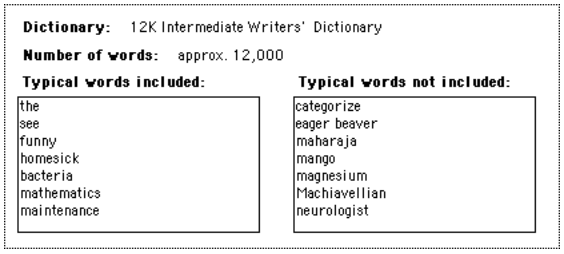
6K Beginning Writers' Dictionary

The 6K Beginning Writers' dictionary is designed to support general-purpose creative writing for beginning writers. It has all of the words in the 3K Dictionary, plus an expanded range of content words that have somewhat high frequency scores, particularly in the areas of animals, food, recreation, clothing, furniture, etc.



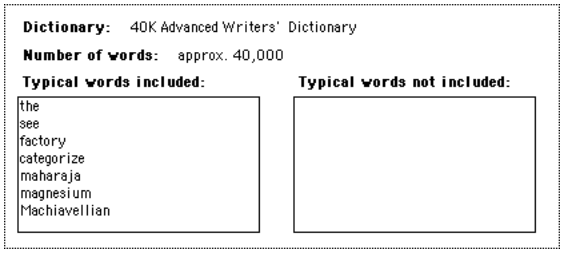
12K Intermediate Writers' Dictionary

The 12K Intermediate Writers' Dictionary has all of the words in the 6K Dictionary, plus words which might be used by writers at an intermediate level. It includes words like *bacteria, eagerness, maintenance, majesty, mathematics, pyramid, superstar* and *surgeon*.



40K Advanced Writers' Dictionary

The 40K Advanced Writers' Dictionary has all of the words in the 12K Dictionary plus words that might be used by adults and other advanced writers. It includes words with frequency scores down to zero. Sample words found in this dictionary are: *afterlife, airfare, categorize, maharaja, mango, magnesium, mind-boggling, neurologist* and *painkiller.*



No Main Dictionary

This option is available when you want Co:Writer to only predict words from your selected Topic Dictionaries, Personal Dictionary and/or Collected Words Dictionary.

Example of Progression in the Main Dictionaries

Here is an example of how Co:Writer's Main Dictionaries build on one another.

Core 1K	**Basic 3K**	**Beginning Writers' 6K**	**Intermediate Writers' 12K**	**Advanced Writers' 40K**
				e-commerce
				e pluribus unum
		e-mail	e-mail	e-mail
				e-text
				e-zine
				e.g.
each	each	each	each	each
	eager	eager	eager	eager
			eagerly	eagerly
			eagerness	eagerness
				eager beaver
		eagle	eagle	eagle
				eagle eye
				eagle-eyed
	ear	ear	ear	ear
			earful	earful
		earache	earache	earache
				eardrop
				eardrum
				earmark
				earmuff
				earl
				earldom
early	early	early	early	early

Topic Dictionaries

In addition to the Main Dictionary and the Personal and Collected Words Dictionaries, Co:Writer 4000 can draw its guesses from one or more Topic Dictionaries. A Topic Dictionary is one which has been created to add or boost the guesses for words and names on a particular theme. Possible Topic Dictionaries include:

- Detailed geography words for a classroom project
- Names and words from a favorite children's book to boost creative writing
- Player and team names, sports terms and jargon for a sports enthusiast
- Names and wine terms for writing a wine connoisseur's newsletter

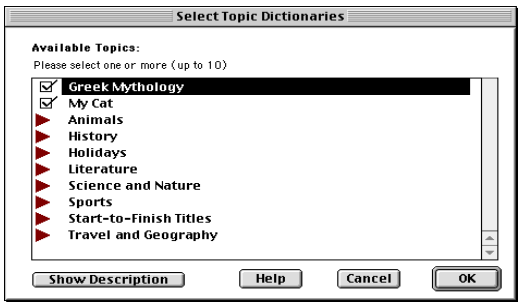
There are many Topic Dictionaries included with your Co:Writer program. You can add words to existing Topic Dictionaries to customize them to meet your needs, or create dictionaries based on new topics that are not included with Co:Writer.

You can also download additional topic dictionaries from the Don Johnston web site (www.donjohnston.com).

See "Topic Dictionary Toolkit" for more information on adding or editing Topic Dictionaries.

Selecting Topic Dictionaries

To view or use a Topic Dictionary, choose ***Select Topic Dictionaries…*** (Dictionaries menu).



The dialog will list available topics and categories (groups of topics). Any active topics will appear at the top of the list.

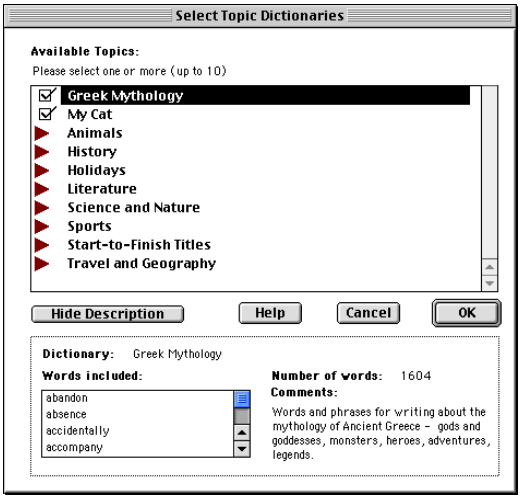
Each category is marked with a colored triangle. To open or close a category, click on the triangle. When open, the triangle will point down, followed by the topics in that category. When closed, the triangle points to the right.

Each topic is marked with a box in front of the topic name. To activate or de-activate one or more topics, click in the box.

Viewing Topic Dictionaries

To view a description of a Topic Dictionary or see the first 100 words in that dictionary:

1) Choose ***Select Topic Dictionaries…*** (Dictionaries menu).
2) Click ***Show Description***.



3) In the scrolling list, click on the name of the topic you want described.

Activate or De-Activate Topic Dictionaries

To activate or de-activate one or more topics:

1) Choose ***Select Topic Dictionaries…*** (Dictionaries menu).
2) Click the checkbox in front of the topic name to check or uncheck it.
3) Continue for any additional topics you want to activate or de-activate.
4) Click ***OK*** when the checked topics are the ones you want to be active.

When you quit Co:Writer, the names of any active Topic Dictionaries will be stored as part of your writer file. This means Co:Writer will automatically load the Topic Dictionaries the next time you open this writer file.

Using Multiple Topic Dictionaries

You can use up to 10 Topic Dictionaries at a time. Examples for using more than one Topic Dictionary at a time include:

- Using a "Football" plus a "Football Names" dictionary to write about a recent pro football game
- Using "My Dog" plus "My Cat" because you have two special pets to write about

Note: Co:Writer will allow you to activate up to 10 Topic Dictionaries at a time, but in most situations, and for best results, you should keep the number of active topics small. Having a large number could slow down prediction or dilute the focus of Co:Writer's predictions.

Collected Words Dictionary

If ***Collect New Words*** (Options menu) is activated, Co:Writer 4000 automatically collects unfamiliar words as they are typed and saves them in the Collected Words Dictionary. Co:Writer can also use them for word prediction (if ***Predict Collected Words*** is ON).

The Collected Words Dictionary is for *temporary* storage of personal words and terminology. Because it collects any words it does not recognize, the Collected Words Dictionary can collect misspellings, strings of accidental letters and words that you used on only one occasion. The Collected Words Dictionary is saved as part of the writer file.

You may access Collected Words through the ***Edit Dictionaries...*** (Dictionaries menu) dialog at any time to delete a word, or transfer a word to your Personal Dictionary. See "Viewing and Editing the Dictionaries" for more information.

Tip: It is recommended that you do regular "maintenance" to your Collected Words Dictionary to remove misspellings and transfer desired words to your Personal Dictionary.

Personal Dictionary

Co:Writer 4000 also draws from the Personal Dictionary to predict words. The Personal Dictionary is for more *permanent* storage of personal words and terminology. It only contains words and phrases deliberately entered or transferred to it.

Examples of unique words:

- Names — Mary, John Smith, Rover
- Places — Peoria, Eastdale School, Zanes Park
- Technical terms — occipital, vagus, sforzando
- Jargon — RAM, ADB, startup
- Slang — gotcha, knothead

The Personal Dictionary is saved as part of the writer file. Add or transfer words to your Personal Dictionary to:

- Eliminate the need to type out new words and phrases
- Create a user-specific vocabulary
- Protect personalized words

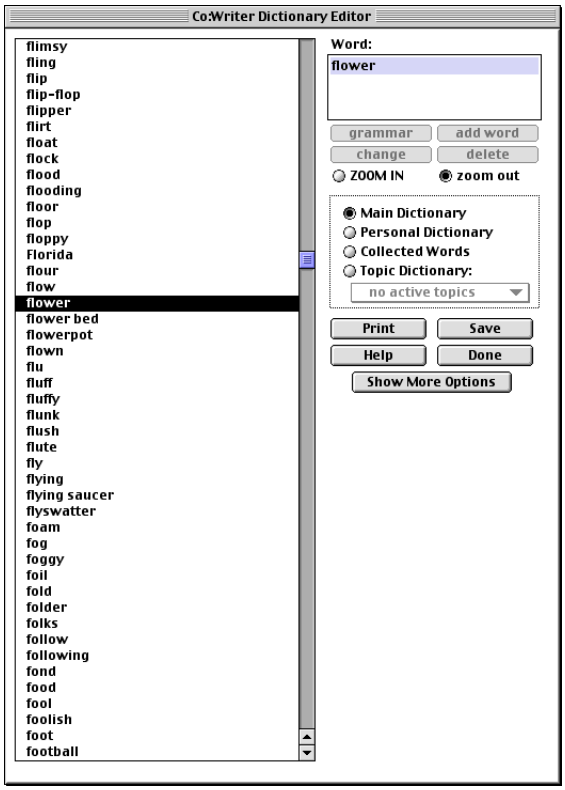
The Personal Dictionary is usually used in conjunction with a Main Dictionary, but you can create and use a stand-alone Personal Dictionary. See "Viewing and Editing the Dictionaries" for more information.

Viewing and Editing Dictionaries

You can view and/or edit any active dictionaries by selecting ***Edit Active Dictionaries*** (Dictionaries menu).

Viewing Dictionaries

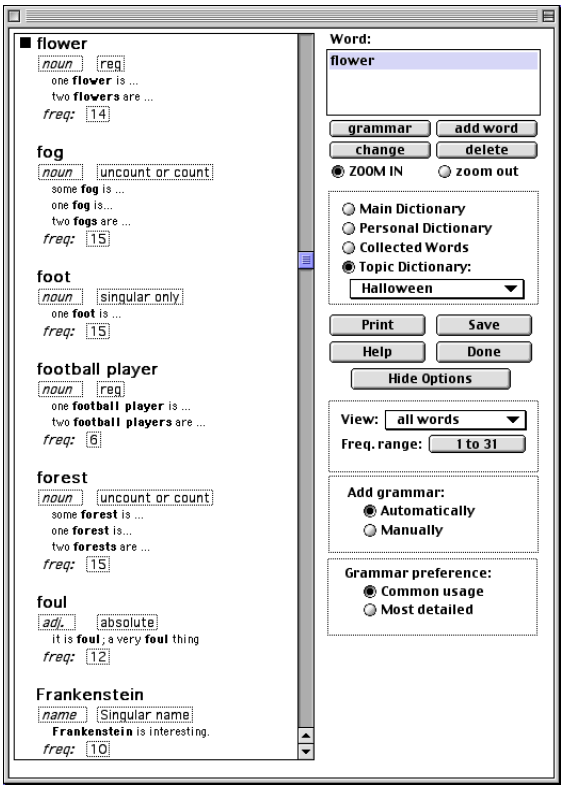
Select ***Edit Active Dictionaries…*** to view entries in any dictionary attached to the current writer file. You can view words as a list (***zoom out***), or view details (***zoom in***) such as part of speech, type, usage, and frequency of word.



Just click the radio button by the dictionary you want to view.

Zoom In

In ***Zoom In*** mode, you can view grammar attributes and frequency scores assigned to each word in any of the dictionaries. The following is a sample of words displayed with ***zoom in*** selected.



You can edit the grammar attributes and frequency scores for words in the Personal Dictionary, Collected Words, and Topic Dictionaries.

You can also narrow down the number of dictionary entries viewed by selecting a particular part of speech from the View popup menu, or by specifying a particular frequency range.

Note: You cannot edit the Main Dictionaries. However, you can type words into your Personal Dictionary and edit their attributes there.

More on Grammar Options

Co:Writer 4000 makes its best guesses by making use of the grammatical information that it has for each word. For example, when it draws words from a Main Dictionary, Co:Writer knows that *boy* is a noun, that you can have two *boys,* and that you would not write *He is boying.*

If Co:Writer does not have grammatical information about a word, it will still predict it based on factors of frequency, recency, etc., but it will not necessarily be predicted in the correct grammatical context, or with the appropriate endings. Adding basic grammar information to words enhances Co:Writer's ability to accurately predict them.

In the ***Dictionary Editor***, there are three ways to add grammar to a word.

- ***Immediately*** — When you add a word, Co:Writer usually adds grammar automatically.
- ***On Request*** — If a word has "no" grammar — is defined as "new" — or if it's marked as a singular name, you can select the word, then click the ***Grammar*** button.
- ***By Hand*** — You can modify the grammar by clicking the part of speech field. See "Editing Dictionary Entries."

How Co:Writer 4000 Adds Grammar

If the grammar preference is set to ***Common Usage,*** Co:Writer 4000 will first look in the 6K Main Dictionary and copy the grammatical information for the most common usage of the word. If the word is not found, it will look in the 40K Main Dictionary. If the word is not in either dictionary, Co:Writer will label it as *new.*

If the grammar preference is set to ***Most Detailed Usage,*** Co:Writer will look in the 40K Main Dictionary and copy the grammatical information for all parts of speech. If the word is not found, Co:Writer will label it as *new.* Some examples help outline the differences between common and detailed usages.

Word	Common Usage	Most Detailed Usage
present	noun (He gave me a present.)	noun (He gave me a present.) verb (I'll present the trophies.) adjective (Everyone is present.) special noun (At present, I'm very busy.)
study	verb (When will you study?)	verb (When will you study?) noun (I think she's in the study.)

Note: If an unknown word is capitalized, Co:Writer will label it as a *singular name.*

Adding Dictionary Entries

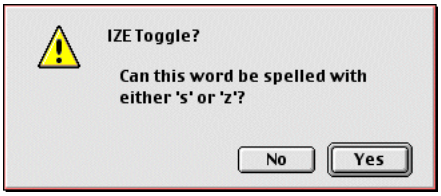
You can add new words to the Personal, Collected Words, or active Topic Dictionaries.

To add a word:

1) Select the dictionary you want to work with.
2) Type the word in the Word field.
3) Click ***Add Word*** or press Enter.

If the word is already contained in Co:Writer's 6K or 40K main dictionaries, Co:Writer will automatically assign basic grammar attributes, depending on your settings. You can refine or change the grammar attributes by hand, if desired. See "How Co:Writer Adds Grammar" and "Editing Grammar by Hand" for more information.

Note for UK version: If you add a word ending in "ise" that is not already in the 40K Main Dictionary and have the "Use 'ise' instead of 'ize'" option checked (Options menu), you will get a dialog asking if the word can be spelled both ways:



Click ***Yes*** if the word can be spelled either with "ise" or "ize." If you type an "ize" word, or the "Use 'ise'" option is toggled off (not checked), the word will be entered only as you typed it.

Deleting Dictionary Entries

You can delete words from the Personal, Collected Words, or active Topic Dictionaries.

To delete a word:

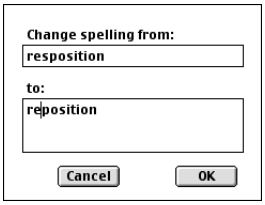
1) Select the dictionary you want to work with.
2) From the list on the left, select the word you want to delete.
3) Click ***Zoom In***. If the word has multiple entries (possibly one for each part of speech), it will list them separately.
4) Click ***Delete***.

Tip: If you delete words by accident, you can cancel the changes if you have not yet clicked ***Save***. Instead, click ***Done***, then select No when asked if you want to save changes. This will cancel any additions you may have made, also.

Changing Spelling of Entries

You can also ***change*** the spelling of a word. This is particularly useful when you have misspelled words in the Collected Words Dictionary.

1) Select the word you want to change, then click the ***Change*** button.



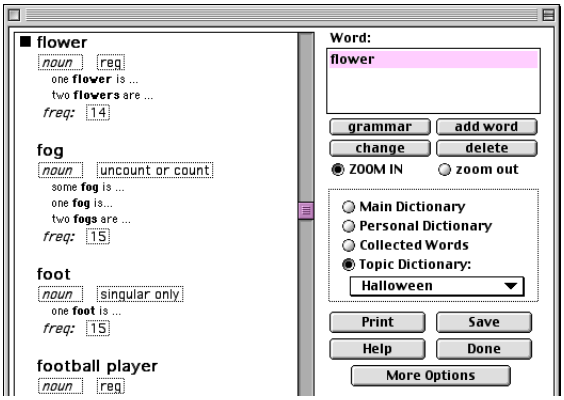
2) Type in the new spelling, then click ***OK***.

Note: It is best to use ***change*** for spelling changes only. The previous example shows that it is possible to change the form of a word (i.e., from a noun to a verb) by changing the spelling. Since Co:Writer does not change anything but the word itself, this could lead to inaccurate prediction. If you are changing a word enough to alter its usage, it is recommended that you use ***add word*** rather than ***change***.

Editing Grammar By Hand

You can change attributes or delete an existing word from the Personal, Collected Words, or active Topic Dictionaries.

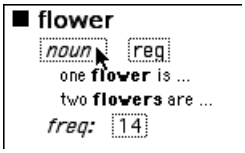
When viewing details (***zoom in***), you may also edit grammatical characteristics of a selected word. Characteristics that can be altered are surrounded by a dotted line. Click any of these to access the associated dialog, as in the following examples.



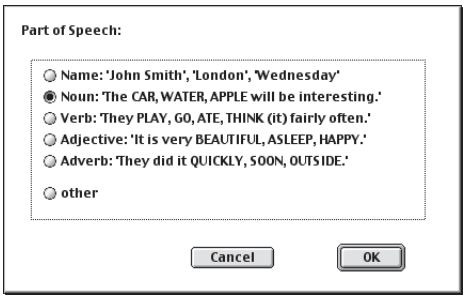
The selected word is indicated by the square to its left.

Edit Part of Speech

Click the dotted ***Part of Speech*** field to change the main grammar attribute for the selected word.

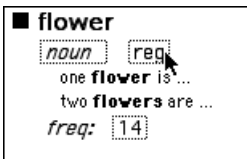


The Part of Speech dialog lists the main parts of speech available.

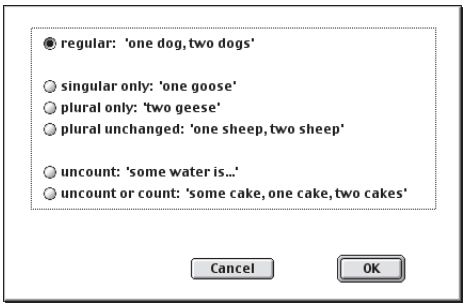

Part of Speech:
Name: 'John Smith', 'London', 'Wednesday'
Noun: 'The CAR, WATER, APPLE will be interesting.'
Verb: 'They PLAY, GO, ATE, THINK (it) fairly often.'
Adjective: 'It is very BEAUTIFUL, ASLEEP, HAPPY.'
Adverb: 'They did it QUICKLY, SOON, OUTSIDE.'
other
Cancel
OK

Make changes, then click ***OK***.

You can refine the part of speech further by clicking the dotted ***grammar subcode*** field.



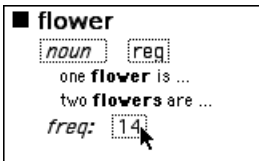
A dialog that gives some usage examples for the selected part of speech is displayed.


regular: 'one dog, two dogs'
singular only: 'one goose'
plural only: 'two geese'
plural unchanged: 'one sheep, two sheep'
uncount: 'some water is...'
uncount or count: 'some cake, one cake, two cakes'
Cancel
OK

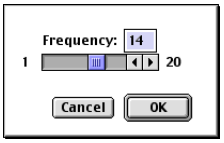
Make any changes, then click ***OK***.

Edit Frequency Score

The last type of setting is the ***frequency*** score.



Words with higher frequencies will be predicted sooner than those with lower frequencies.



Make any adjustments, then click ***OK***.

Adding to the Personal Dictionary

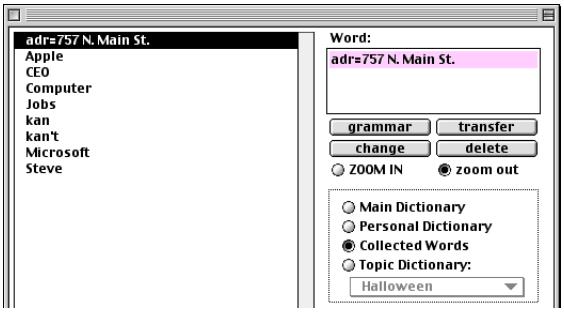
There are several ways to add to the Personal Dictionary in the ***Dictionary Editor.***

- Transfer words from the Collected Words Dictionary
- Type the word and click ***Add Word***. For this option, see previous section, "Editing the Dictionaries," for more information

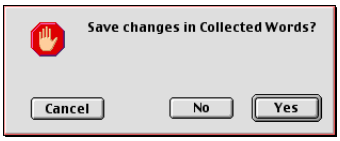
Transferring Collected Words to the Personal Dictionary

You may want to transfer collected words to the Personal Dictionary for word prediction. This is useful if you don't want to predict collected words because of misspellings and seldom-used names typed in Co:Writer. This option lets you periodically go in and "review" your collected words and decide what to do with each entry.

1) In the Dictionary Editor, select ***Collected Words***.

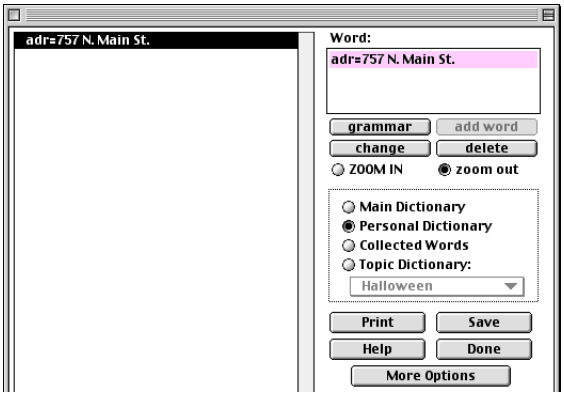


2) Highlight the phrase you want to move. Click ***Transfer.*** You will be prompted by a dialog:



3) Click ***Yes***. Co:Writer automatically moves the word into the Personal Dictionary and saves the changes.

4) Click Personal Dictionary to view the new entry.



Adding Words

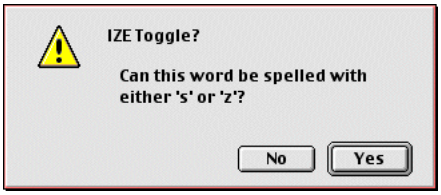
You can add new words to the Personal Dictionary in the ***Dictionary Editor***.

To add a word:

1) In the Dictionary Editor, select ***Personal Dictionary***.
2) Type the word in the Word field.
3) Click ***Add Word*** or press Enter.

If the word is already contained in Co:Writer's 6K or 40K main dictionaries, Co:Writer will automatically assign basic grammar attributes, depending on your settings. You can refine or change the grammar attributes by hand, if desired. See the previous sections, "How Co:Writer Adds Grammar" and "Editing Grammar by Hand" for more information.

Note for UK version: If you add a word ending in "ise" that is not already in the 40K Main Dictionary and have the "Use 'ise' instead of 'ize'" option checked (Options menu), you will get a dialog asking if the word can be spelled both ways:



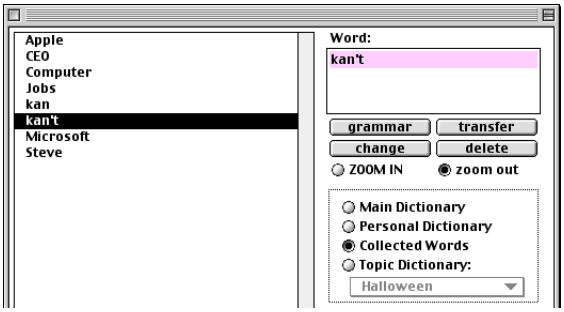
Click ***Yes*** if the word can be spelled either with "ise" or "ize." If you type an "ize" word, or the "Use 'ise'" option is toggled off (not checked), the word will be entered only as you typed it.

Editing Collected Words

Deleting Words

If misspelled words have been collected, you may want to delete them from the Collected Words Dictionary, especially if ***Predict Collected Words*** is on.

1) In the Dictionary Editor, select ***Collected Words***.



2) Highlight the word or phrase you want to delete. Click ***Delete.*** You will be prompted by a dialog:

3) Click ***OK to Delete***.

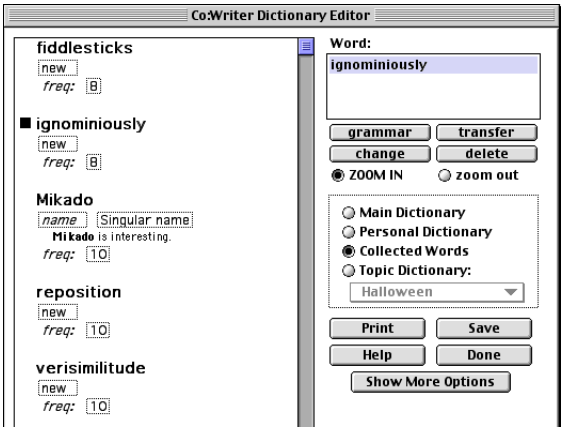
4) Continue for any other words you want to delete. When you are finished, click ***Done.***

Adding Grammar to Collected Words.

Co:Writer 4000 only assigns grammar attributes to proper nouns (capitalized words) collected. You can add grammar to other collected words in the ***Dictionary Editor.***

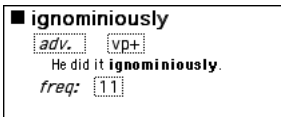
1) In the Dictionary Editor, select ***Collected Words***.

2) Click ***ZOOM IN*** to view attributes.



3) Select the word you want to add grammar to (in this case, *ignominiously*).

4) Click ***Grammar***.



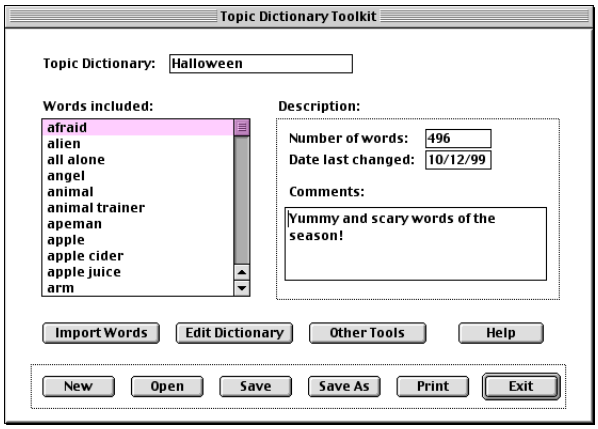
If the word is contained in Co:Writer 4000's 6K or 40K main dictionaries, Co:Writer will automatically assign basic grammar attributes, depending on your Grammar settings. If Co:Writer does not add any attributes (Part of Speech = "new"), the word is not in Co:Writer's dictionaries. You can refine or change the grammar attributes by hand, if desired.

5) Continue for any other words you want to add grammar to. When you are finished, click ***Done.***

See the previous sections, "How Co:Writer Adds Grammar" and "Editing Grammar by Hand" for more information.

Topic Dictionary Toolkit

The Topic Dictionary Toolkit is a collection of tools that you can use to create or modify any Topic Dictionary.



1) Select ***Topic Dictionary Toolkit…*** (Dictionaries menu). The Topic Dictionary Toolkit dialog will open.
2) Click ***New*** or ***Open*** to start a new Topic Dictionary or open an existing one.
3) Select Edit Dictionary to add or change words by hand, or Import Words to have Co:Writer collect words from a text file.
4) Type a brief description in the Comments field.
5) Click Exit when you are done.

Topic Dictionary

Displays the Topic Dictionary under consideration.

Words Included

Displays the first 500 words in the selected dictionary.

Description

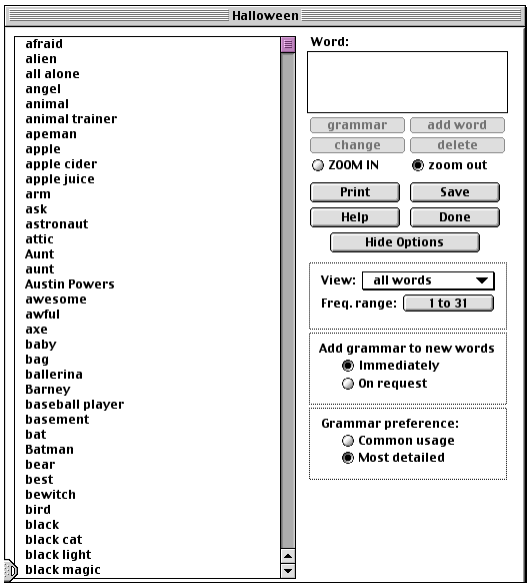
- ***Number of words*** will display automatically.
- ***Date last changed*** will display automatically.
- ***Comments*** is for your use to make notes regarding selected Topic Dictionary.

Import Words

Opens a dialog that lets you import words from a text file or list. Punctuation and non-word characters will be ignored. See "Creating a New Topic Dictionary" for a detailed description.

Edit Dictionary

Opens the ***Toolkit Editor,*** which is very similar to the ***Dictionary Editor*** you get when you select ***Edit Active Dictionaries…*** (Dictionaries menu). In this dialog, you can add or delete words, add grammar attributes or change frequency scores for the words in the topic dictionary.



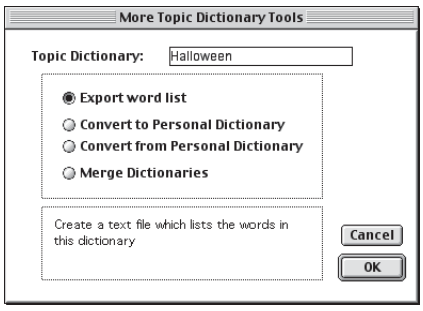
The ***Toolkit Editor*** in the Topic Dictionary Toolkit is different from the regular ***Dictionary Editor*** in several ways:

- You can work with only one dictionary at a time.
- You can set word frequency anywhere in the range of 1 to 31 (Dictionary Editor limited to range of 1 to 20).
- You can edit any topic dictionary, even if it is not active.

Otherwise, the processes for adding and deleting words, or adding grammar is the same as the ***Dictionary Editor.*** See the previous sections, "Viewing and Editing the Dictionaries" for more information on how to use this dialog.

Other Tools

Opens the ***More Topic Dictionary Tools*** dialog.



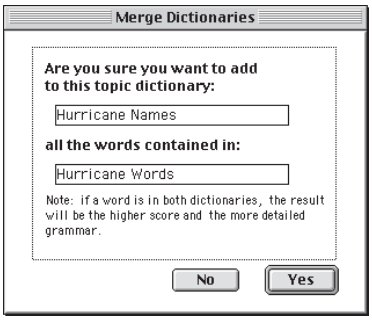
Export Word List
Copies the selected topic dictionary out as a word list (text file format).

Convert to Personal Dictionary
Completely replaces the current writer's Personal Dictionary with the words from this topic dictionary.

Convert from Personal Dictionary
Imports words from the current writer's Personal Dictionary and completely replaces the open topic dictionary.

Tip: Start with a blank topic dictionary so you don't lose any words when you select this option.

Merge Dictionaries
Combines two Topic Dictionaries.


Merge Dictionaries
Are you sure you want to add to this topic dictionary:
Hurricane Names
all the words contained in:
Hurricane Words
Note: if a word is in both dictionaries, the result will be the higher score and the more detailed grammar.
No
Yes

Tip: In the Topic Dictionary Toolkit, open the first dictionary you want to merge, then do a ***Save As…*** to give it a new name. Then click ***Other Tools***. In the Other Tools dialog, select ***Merge Dictionaries*** and click ***OK***. Select the second dictionary and click ***Yes***. Using ***Save As…*** assures that your merged dictionary will have a new name and won't overwrite the original dictionary.

New
Click to create a new Topic Dictionary.

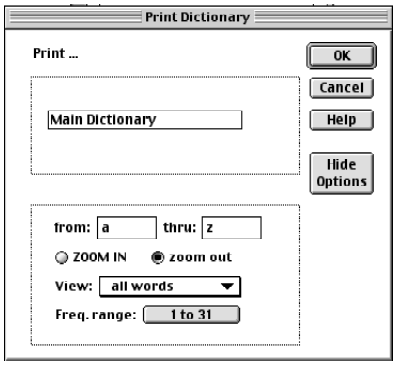
Open
Click to open an existing Topic Dictionary for viewing or editing.

Save
Click to save changes to a Topic Dictionary.

Save As
Click to save the edited Topic Dictionary as a new file or if ***Save*** is unavailable.

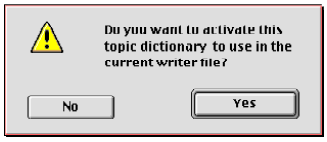
Print

Click ***Print*** to print the selected Topic Dictionary. The title of the selected dictionary will be displayed. You specify what is printed from that dictionary based on frequency of use and alphabetical range. You also dictate what format to print — list (zoom out) or detailed (zoom in).



Exit

Click here to close the Topic Dictionary Toolkit dialog. If you made changes to the last Topic Dictionary accessed in the Toolkit dialog, the following prompt will appear:



Creating a New Topic Dictionary

Creating your own Topic Dictionaries can be done in a variety of ways, depending on the size of the topic and the materials you have on hand. All involve the Topic Dictionary Toolkit.

- Enter words by hand
- Import a text File
- Import a list

For more information, see the description and directions for each method below.

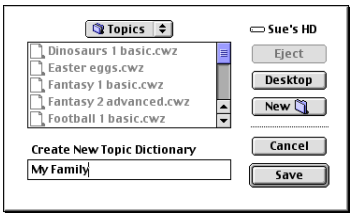
Entering Words by Hand

If a limited number of words are involved, you can use the Toolkit Editor to enter the words by hand. For example:

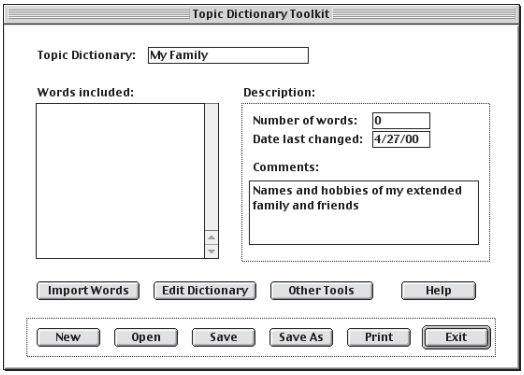
- Your students are excited about the new class pet — you can enter the name of the pet, its food, its characteristics.
- A fire prevention specialist spoke to your class — you took notes during her talk and jotted down a dozen or so key words, to help your students write a report.
- Your class took a field trip to the local aquarium — you want to enter the name of the aquarium and the names of the most popular creatures.

To enter words by hand:

1) Select ***Topic Dictionary Toolkit*** (Dictionaries menu).
2) Click ***New.***



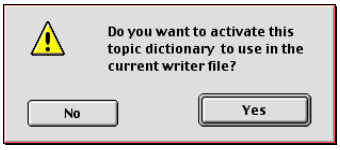
3) Enter a name for the new dictionary. Click ***Save***.
4) Type a brief description in the Comments field.



5) Click ***Edit Dictionary***.
6) Type the word in the Word field.
7) Click ***Add Word*** or press Enter.

   If the word is already contained in Co:Writer's 6K or 40K main dictionaries, Co:Writer will automatically assign basic grammar attributes, depending on your settings. You can refine or change the grammar attributes by hand, if desired. See "How Co:Writer Adds Grammar" and "Editing Grammar by Hand" for more information.

8) Continue adding words until you are done. Click ***Save*** periodically if you are adding lots of words.
9) When you are finished, click ***Exit***.



10) If you want the topic dictionary to be active, click ***Yes***. If you don't, click ***No***.

Importing a Text File

If you have a text file on the topic, you can have Co:Writer import words from the text file for you. For example:

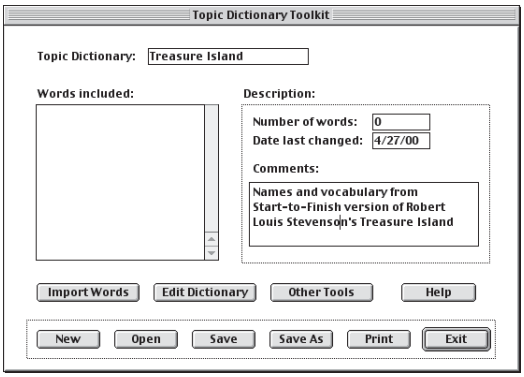
- a news article or other article from the Internet
- the text file of a public domain story
- the sample text file "Treasure Island.txt," from the Start-to-Finish book, available in your Text Files folder

Note: Documents must be saved as text (.txt) files. Many word processing programs let you save documents in "text file" (.txt) format.

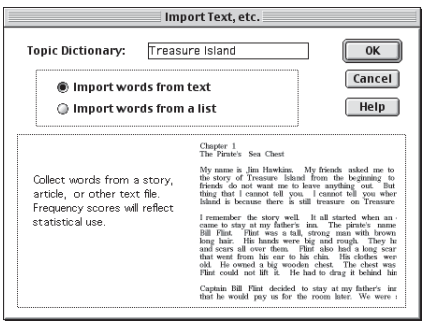
To import words from a text file:

1) Select ***Topic Dictionary Toolkit*** (Dictionaries menu).
2) Click ***New***. For this example, let's use the sample text file "Treasure Island" that was included with Co:Writer.

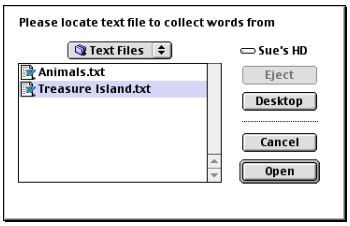
3) Enter a name for the new dictionary. Click ***Save***.
4) Type a brief description in the Comments field.



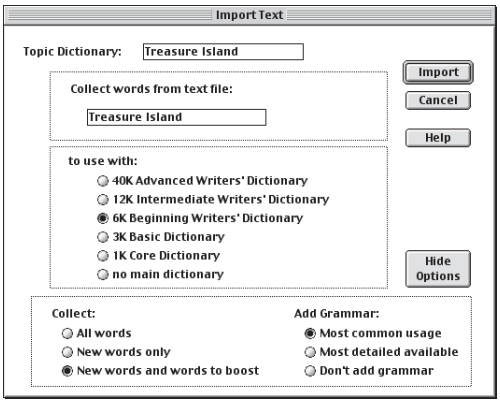
5) Click ***Import Words***.



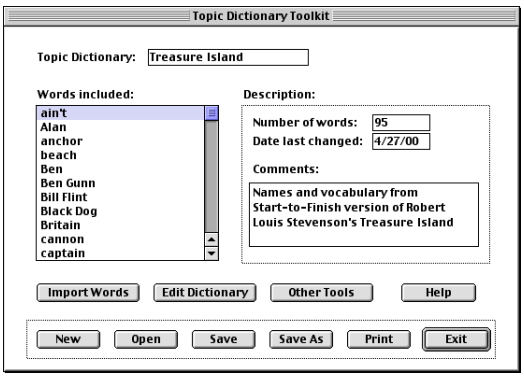
6) Select ***Import words from text***. Click ***OK***.



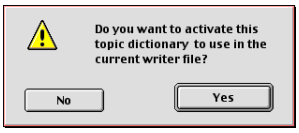
7) Locate the text file to be imported, then click ***Open***.



8) Click ***Show Options*** to set dictionary and grammar options if desired. Click ***Import***.



9) When you are finished, click ***Exit***.



10) If you want the topic dictionary to be active, click ***Yes***. If you don't, click ***No***.

Importing a List

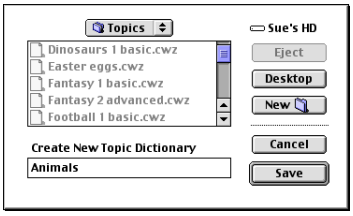
If you don't have a text file, you can create a list of the words you want from printed sources and/or your own knowledge of the topic. Then Co:Writer can import the list for you. For examples:

- a list of words you and the students came up with after a field trip to the art museum
- words from a social studies unit
- the sample list file "Animals.txt," available in your Text Files folder

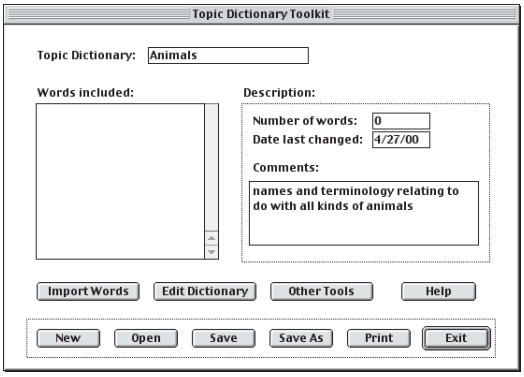
Note: Documents and lists must be saved as text (.txt) files. Many programs let you save documents in "text file" (.txt) format.

To import words from a list:

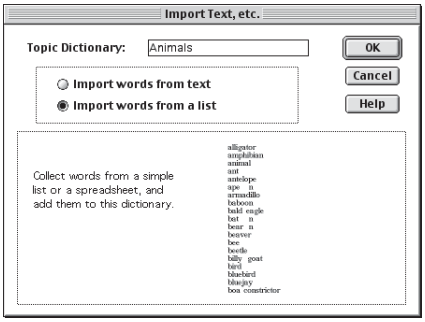
1) Select ***Topic Dictionary Toolkit*** (Dictionaries menu).
2) Click ***New***. For this example, let's use the sample list "Animals" that was included with Co:Writer.



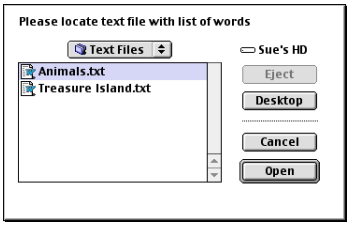
3) Enter a name for the new dictionary. Click ***Save***.
4) Type a brief description in the Comments field.



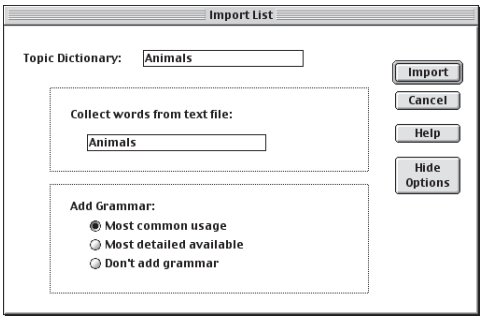
5) Click ***Import Words***.



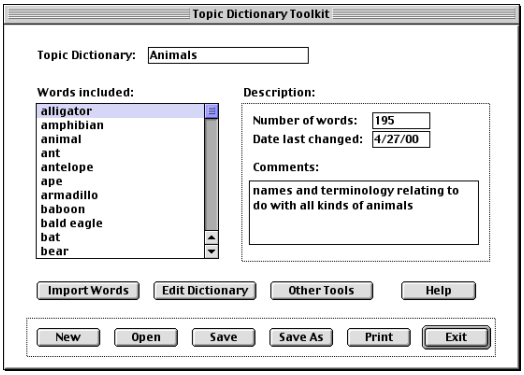
6) Select ***Import words from a list***. Click ***OK***.



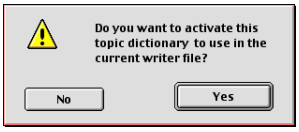
7) Locate the text file to be imported, then click ***Open***.



8) Click ***Show Options*** to set dictionary and grammar options. Click ***Import***.



9) When you are finished, click ***Exit***.



10) If you want the topic dictionary to be active, click ***Yes***. If you don't, click ***No***.

Special Notes on Importing Words (UK version only)

If you Import Words (text or list) with the UK version of Co:Writer 4000, Co:Writer will automatically preserve the ise/ize toggle function for any words it finds in its 40K Main Dictionary. However, there is one subtlety that needs to be observed when importing words: you need to set the Options Menu ise/ize toggle to match the words you are importing. If this is not set correctly, Co:Writer will not be able to find the imported ise/ize words in its dictionary, which results in these words not being given the correct grammar, in addition to not having the correct toggle-ability.

Before importing a text file or list, notice if the words are spelled "ise" or "ize." Set your ***Use 'ise' instead of 'ize'*** setting to match.

Text File or Word List	Use 'ise' instead of 'ize' setting
words spelled 'ize' (American)	NOT checked
words spelled 'ise' (British)	checked

Set the toggle as needed, then use the Topic Dictionary Toolkit to import the list.

After importing the words, you may want to check that the desired words are toggled. To do this:

1) Exit the Topic Dictionary Toolkit.
2) From the Options menu, select ***Use 'ise' instead of 'ize'*** to change the toggle.
3) Return to the Dictionary Editor and view the list. All words with a toggle function will have changed to the opposite spelling.

> **Note:** If you notice a word that did not toggle, you can delete that word, then type it in again by hand (with a spelling that corresponds to how your toggle is set right now). Co:Writer will ask you if the word can be spelled both ways, you can respond that it does. Repeat this delete-and-add procedure for any word that did not toggle.

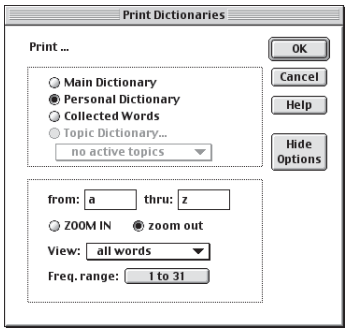
4) When done, you can reset your toggle to your preferred spelling.

Printing Dictionaries

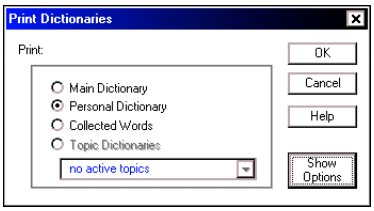
Print Active Dictionaries

You can print a dictionary or part of a dictionary by selecting ***Print Active Dictionaries*** (File menu).

To print a dictionary, select ***Print Active Dictionaries…*** (File menu) to print the contents of an active dictionary to use for reference. Through the dialog, specify which dictionary and what to print from that dictionary based on frequency of use and alphabetical range. You also dictate what format to print — list (zoom out) or detailed (zoom in).



Macintosh



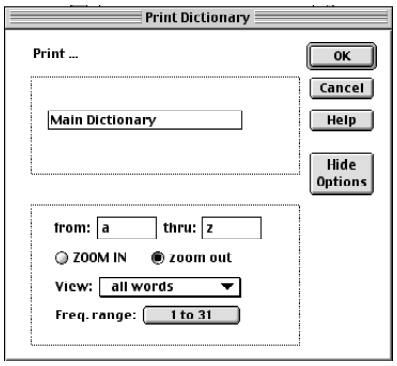
Windows

Set the options you want, then click ***OK***.

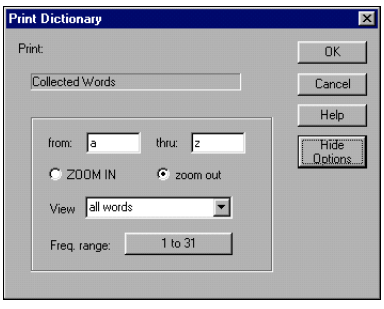
Print Dictionaries from Dictionary Editor

You can also print dictionaries from within the ***Dictionary Editor*** and ***Toolkit Editor.***

In the dialog, select the dictionary that you want to print. Click ***Print*** to bring up the Print Dictionary dialog. The title of the selected dictionary will be displayed. You specify what is printed from that dictionary based on frequency of use and alphabetical range. You also dictate what format to print — list (zoom out) or detailed (zoom in).



Macintosh



Windows

Set the options you want, then click ***OK***.

CO:WRITER® 4000

Teacher Materials

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Section 1

Adapting Co:Writer 4000 for Special Needs

Computer users with learning and/or physical disabilities are a prime consideration of the Co:Writer 4000 developers. Each feature in Co:Writer 4000 is designed to accommodate certain special needs. Listed below are some common problems, along with features that may help the user overcome the described problem. Within a related category, find the problem that best describes what you are experiencing. Then, read the suggested feature and explanation of how it might help. Use the information in this section to set up your writer files to meet individual needs. Some items may appear in more than one category.

...for Learning Disabilities

Grammar

PROBLEM	SUGGESTION
User has difficulty with correct grammar usage.	Select ***Use Grammar*** (Options menu) *Grammar-based prediction offers the most appropriate word choices (especially helps with subject-verb agreement).*

Help with Spacing and Capitalization

PROBLEM	SUGGESTION
User forgets to type spaces between words and/or to capitalize at the beginning of sentences.	Select ***Auto-Space> Single-space*** (Format menu). Select ***Auto-Space>Auto-Caps*** (Format menu). *With Auto-Space activated, Co:Writer automatically places a space after each word and one or two spaces after each sentence.*

Attention Difficulties

PROBLEM	SUGGESTION
User is distracted by the numbers in front of the Co:Writer word choices.	Select ***Hide Numbers*** (Format menu). *When Hide Numbers is activated, the word choices are displayed without numbers in front of them. Words must be selected with point-and-click selection, arrow keys, or an alternate selection method.*
User is easily distracted, has poor attention skills and/or frequently misses the desired word choice.	Turn ON ***Speech*** (Speech menu). Select ***Repeat Guesses>Always*** (Format menu). *Auditory feedback can serve to focus attention on the computer. We recommend using headphones so that the speech goes directly into the ear instead of coming out of the speakers.*
User is influenced by Co:Writer word choice (selects words he/she did not intend to write because he saw them on the list).	Turn OFF ***Predict Ahead*** (Format menu) *With Predict Ahead off, users must type the first letter of the next desired word, increasing the likelihood that they will stick with their intended word and sentence. (In evaluation or training setting, ask users to recite the intended sentence before typing it.)*
User is distracted by guesses appearing with each keystroke.	Turn ON ***Predict As Needed*** (Format menu). *With Predict As Needed on, guesses will appear only if the user presses one or more letters, then the right arrow.*

Limited Vocabulary

PROBLEM	SUGGESTION
User has a limited vocabulary or sometimes has trouble thinking of appropriate words to relay his/her thoughts.	Choose ***Select Topic Dictionaries…*** (Edit menu) and choose a topic dictionary related to the topic. *Choosing an appropriate topic dictionary will increase the likelihood of on-topic words appearing as guesses.* Turn ON ***Predict Ahead*** (Format menu). *Co:Writer will offer word choices for the next word in your sentence, before you begin typing (based on the content of your sentence thus far). If you do not already have the next word in mind, this may offer suggestions.* Use ***More Guesses*** to show additional sets of guesses. Press → or select ***More Guesses*** (Edit menu). *Co:Writer will show additional sets of guesses if you use More Guesses repeatedly.*

Reading Problems

PROBLEM	SUGGESTION
User has trouble distinguishing between words that are similar.	Turn ON ***Speech*** (Speech menu) Select ***Speech & Scanning Options>arrow keys/scanning*** and ***pointing with mouse*** (Speech menu). *Each word choice is spoken as you point to it with the mouse or move the arrow keys through the list.*
User has trouble reading word choices, and cannot point with the mouse or use the arrow keys.	Turn ON ***Speech*** (Speech menu) Select ***Speech & Scanning Options>arrow keys/scanning*** and set ***scanning options*** as desired (Speech menu). *The word choices are spoken each time a letter is typed.*
User has trouble reading the sentence as it is being typed.	Turn Speech on (Speech menu), select Speech & Scanning Options>accepted word and finished sentence (Speech menu). *Each word and completed sentence is spoken as it is finished.*
User has spatial organizational preferences—functions better on a vertical plane.	Relocate and resize Co:Writer window at the top or bottom of the text program to suit preference. Select ***Arrange Guesses>Dynamic*** (Format menu). *Users who function better on a vertical plane (better tracking up and down) should locate window at top or bottom of text program, and use a vertical word arrangement.*
User has spatial organizational preferences—functions better on a horizontal plane.	Relocate and resize Co:Writer window at the right or left of the text program to suit preference. Select ***Arrange Guesses>Horizontal*** or ***Horizontal2*** (Format menu). *Users who function better on a horizontal plane (better tracking side to side) should locate window at left or right of text program, and use a horizontal text arrangement.*
Visual perceptual scanning or tracking problems causes user to miss some word choices when arranged in multiple columns.	Select ***Arrange Guesses>Dynamic*** (Format menu). *Word choices appear in a single column in the same area of the window as the word being typed, limiting the amount of visual tracking required.*

Spelling Problems

PROBLEM	SUGGESTION
User does not look at word choices until spelling trouble begins mid-word.	Select ***Repeat Guesses>After 3 letters*** (Format menu). Turn OFF ***Predict In-Line*** (Format menu). *Repeat Guesses keeps word choices in the list as long as they match the letters typed, ensuring you will not miss the desired word. Since you don't watch the screen for every prediction, turn Predict In-line off to avoid selecting words in error when pressing the spacebar.*
User enters misspelled words but doesn't want them to appear as word choices.	Select ***Collect Words>Collect New Words>No*** (Options menu). *Turning off Collected Words prevents Co:Writer from saving unfamiliar words into the dictionaries.*
User wants to save correctly spelled words and names but doesn't want misspelled words to appear among word choices.	Select ***Collect Words> Collect New Words>Yes*** (Options menu). Select ***Collect Words>Predict Collected Words>No*** (Options menu). *You can collect new words without using them as a source of predicted words until you have time to edit them in the Collected Words dictionary. Then, transfer correctly spelled words to your Personal Dictionary.*
User spells phonetically, frequently omits letters, or is often unsure of the correct spelling of words.	Select ***Flexible Spelling>Always*** (Options menu). *While Flexible Spelling is on, Co:Writer will offer correctly spelled word choices that are similar to the spelling you are entering, even if vowels are omitted.*
User may be unsure of correct spelling, but doesn't want word choices appearing before they type the first few letters of the word.	Select ***Flexible Spelling>After 2 or 3 letters*** (Options menu). Turn OFF ***Predict In-Line*** (Format menu). *After you have typed the first few letters, Co:Writer will offer correctly spelled word choices that are similar to the spelling you are entering, even if vowels are omitted.*
User is more efficient typing out small or easy words and only looks at the predictions for longer, irregular or more difficult words.	Turn ON ***Predict as Needed*** (Format menu). *You type your sentence with no guesses appearing. When you want help, type one or more letters of a word, then press ⇨. Guesses appear only for that word. This avoids the distraction of guesses appearing with each letter typed and lets you decide exactly when help is needed. Use with Flexible Spelling ON for phonetic or transitional spellers.*

...for Physical Disabilities

Using Alternate Input Devices & Methods

PROBLEM	SUGGESTION
User has Discover:Screen or another onscreen keyboard.	Select ***Arrange Guesses>Fixed*** or ***Horizontal*** (Format menu). *Fixed and Horizontal arrangements fit better on screen with an onscreen keyboard.*
User has Discover:Screen or another onscreen keyboard.	Select ***Show Numbers*** (Format menu). *Typing a number is the most efficient way to select a word choice when using an onscreen keyboard.*
User has a touch screen.	Select ***Arrange Guesses>Double-spaced*** (Format menu). *Double-spacing the guesses provides more space between words for easier selection with your finger or a stick.*
User types with one hand.	Select an appropriate ***Wakeup Key*** (Options menu). *Select a wakeup key that is easy to reach. For example, a left-handed typist might use the accent-grave key because it is on the left side of the keyboard and is seldom used.*

Visual Difficulties

PROBLEM	SUGGESTION
Visual perceptual scanning or tracking problems cause user to miss some word choices when arranged in multiple columns.	Select ***Arrange Guesses>Dynamic*** (Format menu). *Word choices appear in the same area of the window as the word being typed, limiting the amount of visual tracking required.*
User is distracted by the numbers in front of the Co:Writer word choices.	Select ***Hide Numbers*** (Format menu). *When Hide Numbers is activated, the word choices are displayed without numbers in front of them. You then need to use an alternate selection method.*
User has difficulty finding the desired word in a list of word choices.	Select ***Arrange Guesses>Alphabetical*** (Format menu). *Word choices are displayed in alphabetical order, making it easier to scan and locate the desired word.*
User has difficulty reading small print or words that are close together.	Choose appropriate size type (Font menu). Select ***Arrange Guesses>Double-Spaced*** (Format menu). *Text in larger fonts or with more space around them may be easier to read.*
User loses his/her place while looking back and forth between keyboard and computer screen	Select ***Repeat Guesses>Always*** (Options menu). If possible, use an onscreen keyboard in 'abc' order. *Repeat Guesses keeps word choices in the word list as long as they match the letters being typed, ensuring you will not miss your desired word. An onscreen keyboard would eliminate the need to take your eyes off the screen. The alphabetical order of the onscreen keyboard will help you to locate your desired letters more easily.*

...for Saving Keystrokes

Ways to Save Keystrokes

PROBLEM	SUGGESTION
User is experienced with word prediction and wants to further simplify the selection process.	Turn ON ***Predict In-Line*** (Format menu). *In-line prediction appears in the sentence and can be selected by pressing the spacebar or typing an ending punctuation. Since the desired word frequently appears in-line, selection is often simplified by pressing only the spacebar. (Recommended for high level Co:Writer users.)*
User is a slow typist or uses an alternate input device.	Select ***Use Grammar*** (Options menu). *Grammar-based prediction offers the most appropriate word choices (especially helps with subject-verb agreement).*
User makes frequent mistakes when typing or selecting letters from an onscreen keyboard.	Turn OFF ***Collect Words*** (Options menu). *Turn off collect words so that misspelled words do not get saved. Or, turn off Predict Collected Words (Collect Words... dialog box) until the dictionary can be cleared of misspelled words. (You may prefer to enter new vocabulary in the dictionary before starting a new session.)*
User is more efficient with Repeat Guesses OFF, but sometimes misses the desired word choice.	Select ***More Guesses*** (Edit menu), or use . *In the middle of typing a word, select More Guesses or press the right arrow key to retrieve words that have previously appeared in the list.*

More Ways to Save Keystrokes

Co:Writer 4000 Feature	Keystroke Saving Method
Automatic capitalization and spacing.	Turn ON ***Auto-Space*** (Format menu). Select ***Auto-Caps*** (Auto-Space dialog box) *With Auto-Space activated, Co:Writer automatically places a space after each word and one or two spaces after each sentence. Selecting Auto-Caps automatically capitalizes the first word of each sentence.*
Automatic word prediction before typing the first letter.	Turn ON ***Predict Ahead*** (Format menu). Select ***Use Grammar*** (Options menu). *With Predict Ahead on, Co:Writer begins guessing before you type the first letter. Especially with Grammar on, the desired word is often listed, so you only have to select it, saving even the initial letter keystroke.*
Larger quantity of words predicted.	Select a higher ***Number of Guesses*** (Format menu). *With a higher number of words predicted, Co:Writer lists more word choices with each typed letter, increasing the likelihood that the desired word will appear in the list sooner, requiring fewer keystrokes.*
Greater variety of words predicted.	Turn OFF ***Repeat Guesses*** (Format menu). *With Repeat Guesses off, Co:Writer lists all new word choices with each typed letter, increasing the likelihood that the desired word will appear in the list sooner, requiring fewer keystrokes.*
Modifying the selected word.	Select ***Change Endings*** (Edit menu) *After typing or accepting a word, use Change Endings (⇥) to get a list of the selected word with various word endings. Select the modified word to use it in the sentence instead, saving keystrokes.* Select ***Chop Word***, ***Add Prefix***, or ***Add Suffix*** (Edit menu). *These options correct mistakes or modify words, decreasing your keystrokes.* Type − (Keyboard) *After accepting a word, typing a hyphen will produce a list of hyphenated and combination word choices based on the accepted word.*

More Ways to Minimize Keystrokes (continued)

Co:Writer 4000 Feature	Keystroke Saving Method
Automatically activate Co:Writer.	Begin typing directly after sending sentence to word processing document. *Once your sentence has been sent to your word processing document, instead of using a keystroke to type the Wakeup key, just begin typing the next sentence. Co:Writer will automatically reappear.*
Automatically accept an in-line word with punctuation.	Type punctuation. *When inserting punctuation and the desired word is in-line, users can accept the word by typing the punctuation only, without having to press the spacebar. This is true for ending punctuation or mid-sentence punctuation.*
Automatically scan word choices.	Select ***Speech & Scanning Options>Scan Words Automatically*** (Speech menu) *Co:Writer will automatically scan through word choices, outlining one word at a time with a box. When the highlight box is on the desired word, press the spacebar to select it.*
Insert phrases by typing abbreviations.	Select ***Capture Words*** (Options menu) *Create user-defined abbreviations for frequently used phrases.*
Include phrases in word choices.	Select ***Recent Words>Favor Recent Text*** (Options menu) *Select Favor Recent Text on the Recent Words… dialog box to include recently used phrases in your word choices.*
Prediction of topical words and personal words added by the user.	Select ***Topic Dictionaries…*** and ***Edit Active Dictionaries*** (Dictionary menu). *Topic and Personal dictionaries can provide prediction for a specific vocabulary, increasing the likelihood of desired words appearing in the list.*

See "Color Strategies for Co:Writer 4000" for information on using color to adapt to special visual and perceptual needs.

Section 2

Color Strategies for Co:Writer 4000

Using Colors to Meet Special Needs

Co:Writer 4000 offers color options for text, background, and cursor within the Co:Writer 4000 window. It is commonly believed that color can affect visual perception, making text more readable for some individuals. Anecdotal evidence has shown that color can influence the willingness to read, improve attention and focus, and facilitate learning and retention of material.

Whether the computer user has a visual impairment, visual perceptual disorder, attention deficit disorder, or dyslexia, color may be helpful in reading text within Co:Writer 4000. The following pages offer suggestions for the use of color based on the experiences of some individuals. Keep in mind that each user may have strong preferences for background and text color. Trial and error is usually the best way to discover what works. Also experiment with various fonts and sizes of text and arrangements of guesses (such as double-spacing) in combination with the colors to improve readability.

Note that when using Co:Writer 4000 on a laptop with an LCD screen, the colors may fluctuate as the screen is viewed at different angles. The brightness and contrast of your computer monitor will also affect the color quality, and can actually create additional color options. Begin with these monitor settings in the middle range and adjust accordingly. Ambient lighting may also affect a monitor's appearance or a person's visual perception. For example, some users have difficulty working under fluorescent lighting and use a combination of natural and incandescent or fluorescent and incandescent lighting.

Improving Attention

Problem	Suggestion
A lack of sustained attention (ADD).	Most vivid complementary colors for stimulation.
Recommended:	*Magenta and green.* *Red and yellow.*
A lack of sustained attention (ADD).	Select secondary colors that contain yellow, for more intensity.
Recommended:	*Goldenrod or yellow-green background.*
Confuse similar words.	Try various colors.
Recommended:	*Rose (light red) or red background.*
Uneven arousal state (tend to "drift").	Stimulate with bright colors to focus attention.
Recommended:	*Bright yellow background.*

Behavioral and Developmental Problems

Problem	Suggestion
Autism / PPD	Try various colors.
Recommended:	*Light blue or green background.*
Behavioral problems	Try various colors.
Recommended:	*Dark colored backgrounds.*
Developmental delays	Try various colors.
Recommended:	*Red background.* *Users usually prefer red on screen (either text or background).*

Learning Disabled

Problem	Suggestion
Dyslexia (perceive letter omissions, reversals, jumping letters)	Dark colors.
Recommended:	*Black text on dark blue background.*
Learning disability	Select preferred colors.
Often selected:	*Blues and greens.*
Learning disability with attention deficit	Colored light stimulation.
Recommended:	*Green and red.*

Color Perception

Problem	Suggestion
Some retina-based visual impairments	Sharp contrast with vibrant colors. Choice depends on individual color perception and type of retinal damage.
Recommended:	*Yellow text on red background with bright blue cursor.* *Yellow text on blue background with red cursor.*

Light Sensitivity / Low Vision

Problem	Suggestion
Inadequate background accommodation. (White background overpowers text and letters lose distinctive shapes.)	Inverted text (light text on dark background) or monochromatic color scheme
Recommended:	*Pale yellow text on dark blue background.* *Light blue text on dark blue background.* *Light gray text on dark gray background.*
Low vision.	High contrast, with restful background color. Bright cursor for locating ease.
Recommended:	*Black text on light blue background with red cursor.* *Navy text on peach or soft yellow background with cobalt cursor.*
Low vision, bothered by glare or brightness.	Inverted text (light text on dark background), with bright cursor for locating ease.
Recommended:	*Soft yellow text on black or navy background with bright blue cursor.* *Peach text on dark blue-green background with bright yellow cursor.*
Low vision, bothered by glare or brightness, but prefer dark text on light background.	Tone down background brightness with pale colors; use dark text.
Recommended:	*Black or navy text on peach, light blue, or soft yellow background, with red cursor.*
Sensory defensive (sensitive to brightness, glare, high contrast, or fluorescent lighting).	Low contrast, soft colors, monochromatic scheme.
Recommended:	*Medium blue text on navy or dark blue background with blue-green cursor.* *Blue-green text on dark blue-gray background with gray cursor.* *Light or medium gray text on dark gray background with dark blue-gray cursor.*

General Strategies for Choosing Color and Other Text Options

Here are some guidelines for choosing screen colors:

1. *Can you easily see black print when the page is white?* *YES* *NO*
2. *Is it comfortable to read on a white screen or white page?* *YES* *NO*

Change Screen Color

If you answer **No** to either question, you need to change the color of the screen and/or print. First, try different colored backgrounds. Look at the box and ask yourself the following questions each time you change the color of the background until you find the color that is the best. Try all the different colors with black print. Do not forget to also try black background with white letters.

- Is this color comfortable to look at? How do my head and eyes feel?
- Is the print easy to see? Does it stand out from the background?
- Is the print clear and stable?

Change Text Color

Next pick the text color. Some people see better and more comfortably with text that is low contrast or a similar color family to the background, others prefer high contrast resulting from a totally different color text, others prefer white text, and some prefer black text. Try colors, black and white print until you find the combination that:

- Is comfortable to look at
- The print is clear, sharp, and stable
- Text is easy to see because it stands out from the background.

Change Text Size

Some people find it easier to see when the text is larger. Change the size of the font until the text is easy to see.

Change Font Style

Most people find that reading simple, unstylized block text is easier than cursive or handwriting-style text. Do you know what text style is best for you?

Other Helpful Hints

- ***Bold Print.*** See if making the print bold makes it easier to see.
- ***Extra Spacing.*** Do you feel like the lines of print are crowded together? Increase the size of the spacing between lines of print and even add extra space after each paragraph.

- ***Paragraph Alignment.*** Standard left alignment is easiest to read. Avoid using justified paragraphs or forced justified alignment (when both left and right edges are aligned) because it changes the spacing between the words, which may make it harder to read.
- ***Glare Guard Screen.*** Some people find that this helps reduce the glare from the computer screen and provides additional comfort.
- ***Room Lighting.*** Do you like a lot of light, dim lighting, indirect lighting, incandescent lighting? You may want to change the room lighting to make it more comfortable for you when using the computer. You may want more lighting, less lighting, or a different type of lighting to make it comfortable and the screen easier to see. If you cannot change the lighting but are bothered by bright lighting or fluorescent lighting, you may find that wearing a visor or brimmed hat helps.
- ***Adjust the Brightness Level of the Screen.*** Did you need the screen to be brighter or dimmer?
- ***Printing Material from the Computer.*** Use paper color that is the same color as your favorite screen color. Some people find that it is easier to read the material when printed rather than on the screen. The color of the paper may make reading the material more accessible.
- ***Copying.*** Place material to be copied on a bookstand.

The above color selection process, "General Strategies for Choosing Color," was provided by the Irlen Institute, creators of the process that uses color to improve comfort and clarity of printed material. If you find that changing the color of the screen and/or print is helpful and you wish that all the material you have to read could be more comfortable and easier to see, read about the Irlen Method and Irlen Lenses. The Irlen Method uses individually created colored glasses that reduce stress, strain, fatigue, and even headaches for individuals when reading and using the computer. The color is also helpful for problems such as poor depth perception, clumsiness, uncoordination, night driving, and reduces sensitivity to sunlight, fluorescent lights, bright lights, and headlights at night. For more information about the Irlen Method, you can get *Reading By The Colors* by Helen Irlen, Avery Publishing, which is available in book or audio cassette, or visit the internet website www.Irlen.com.

CO:WRITER® 4000

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Appendix A
Co:Writer 4000 Shortcuts

There are graphic representations of keyboard combinations to the right of most menu commands. These keystroke combinations are ***shortcuts*** that when pressed simultaneously, enable you to perform commands without going through a sequence of menus and mouse clicks.

Use the following pages as a reference for Co:Writer 4000 commands and their corresponding shortcuts.

Sample:	X Y	Press X and Y at the same time.
Sample:	X Y, Z	Press X and Y at the same time, then press Z.

All menu items are listed, even if there is no shortcut available for either or both platforms.

File Menu

Command	Macintosh	Windows
New Writer	⌘ N	Alt F, N or Ctrl N
Open Writer	⌘ O	Alt F, O or Ctrl O
Save Words	⌘ S	Alt F, S
Save Writer As		Alt F, W
Page Setup		Alt F, A
Print Writer	⌘ P	Alt F, A
Print Active Dictionaries…		Alt F, D
Quit (MACINTOSH)	⌘ Q	
Exit (WINDOWS)		Alt F, X or Alt F4

Edit Menu

Command	Macintosh	Windows
Undo	⌘ Z	Alt E, U or Ctrl Z
Redo	⌘ Y	Ctrl Y
Send Sentence	⌘ ↵	Alt E, D or Ctrl Enter
Erase Sentence	⌘ E	Alt E, E or Ctrl E
Erase Word	←	←
Chop Word	\	\
Change Endings	→	→
Add Prefix	*	Alt E, P or *
Add Suffix	+ (numeric) or Shift =	+ or Shift =
More Guesses	→	→
Try w/out Grammar	~	~
Try w FlexSpell	+ (numeric) or Shift =	+ or Shift =

Dictionaries Menu

Command	Macintosh	Windows
Select Main Dictionary…		Alt D, M
Select Topic Dictionaries…		Alt D, T
Edit Active Dictionaries…		Alt D, E
Topic Dictionary Toolkit…		Alt D, D

Format Menu

Command	Macintosh	Windows
Set Colors…	⌘ J	Ctrl J
Number of Guesses		Alt R, N
Show/Hide Numbers		
Arrange Guesses…		Alt R, A
Repeat Guesses…		Alt R, R
Predict Ahead		Alt R, P
Predict In-Line		Alt R, I
Predict As Needed ...		
Show/Hide Title		Alt R, M
Size Window to Fit	⌘ F	Alt R, F or Ctrl F
Auto-Space…		Alt R, S

Options Menu

Command	Macintosh	Windows
Talk Mode	⌘ M	Alt R, M or Ctrl M
Capture Words…	⌘ K	Alt O, A or Ctrl K
Recent Words…		Alt O, R
Collect Words…		Alt O, C
Use Grammar		Alt O, G
Flexible Spelling…		Alt O, W
Wakeup Key…		Alt O, D
Change Connection…	⌘ G	Alt O, N or Ctrl G
Use ‘ise’ instead of ‘ize’ (UK version only)		

Font Menu

Command	Macintosh	Windows
Other…		Alt N, F
Solid Cursor		Alt N, S
Open Cursor		Alt N, O

Speech Menu

Command	Macintosh	Windows
Turn Speech Off/On	⌘ D	Alt S, S or Ctrl D
Voice Settings…		Alt S, C
Pronunciations…		Alt S, P
Speak Word	⌘ R or ⌘ 1 2 3, etc	Alt S, R or Ctrl R or Ctrl 1 2 3, etc
Speak Sentence	⌘ T	Alt S, T or Ctrl T
Scan Words	⌘ U	Alt S, N or Ctrl U
Speech & Scanning Options		Alt S, O

Help Menu

Command	Macintosh	Windows
Co:Writer Help		Alt H, C or F1
About Co:Writer…		Alt H, A
About Speech…		Alt H, S

Acceptance/Selection Methods

Command	Macintosh	Windows
Accepts word, adds space	Spacebar	Spacebar
Moves selection box up/down	↑ / ↓	↑ / ↓
Accepts word + punctuation, adds space	continuing punctuation , ; :	continuing punctuation , ; :
Accepts word + punctuation, sends sentence	ending punctuation . ? !	ending punctuation . ? !
Accepts word, sends sentence	Return	Enter
Accepts in-line word	0	0
Accepts numbered word (with Show Numbers on)	1 2 3, etc.	1 2 3, etc.
Chop word (accept typed letters only)	\	\

Inserting Special Characters

Command	Macintosh	Windows
TrueKeys (toggle on/off)	Esc	Esc
Lower Case (first word)	Spacebar	Spacebar
Period (within sentence)	⌘ .	Ctrl .

Word Prediction Control

Command	Macintosh	Windows
More Guesses	→	→
Try without Grammar	~	~
Try with FlexSpell	+	Alt E, P or +
Hyphenated & Combinations	-	-
Chop Word	\	\
Change Ending	→	→
Add Prefix	*	Alt E, P or *
Add Suffix	+	Alt E, P or +

Appendix B
Default Settings

Co:Writer 4000 uses templates to help you create new writer files:

- Beginning Writer
- Intermediate Writer
- Advanced Writer

Each template has pre-set "default" settings for every option in Co:Writer 4000. After you create a new writer, you can either use the default settings, or change settings to meet the writer's needs.

These settings can be viewed or printed out for any writer file by selecting ***Print Writer…*** (File menu). See Chapter 3, "The Menus," for more information.

Default Settings for Writer Templates

Option	Beginning Writer	Intermediate Writer	Advanced Writer
Main Dictionary	**6K**	**12K**	**40K**
Topic Dictionaries	**None**	**None**	**None**
Colors…			
Background Color	White	White	White
Text Color	Black	Black	Black
Cursor Color	Red 80	Red 80	Red 80
Number of Guesses	**4**	**5**	**6**
Hide Numbers	**Yes**	**No**	**No**
Arrange Guesses…			
Arrangement of Guesses	Dynamic	Dynamic	Dynamic
Double space	No	No	No
Alphabetical order	No	No	No
Repeat Guesses	**Always**	**Always**	**Always**
Predict Ahead	**Yes**	**Yes**	**Yes**
Predict In-Line	**No**	**No**	**Yes**
Predict As Needed	**No**	**No**	**No**
Show Title	**Yes**	**Yes**	**Yes**

Option	Beginning Writer	Intermediate Writer	Advanced Writer
Auto-Space…			
Auto-Space after word	Single	Single	Single
Auto-Space at end of sentence	Double	Double	Double
Auto Capitalization	Yes	Yes	Yes
Smart Punctuation	Yes	Yes	Yes
Sticky Punctuation	Yes	Yes	Yes
Recent Words…			
Favor Recent Words	Yes	Yes	Yes
Favor Recent Phrases	No	No	No
Collected Words…			
Collect New Words	Yes	Yes	Yes
Predict Collected Words	No	No	Yes
Use Grammar	**Yes**	**Yes**	**Yes**
FlexSpell	**Always**	**No**	**No**
Wakeup Key…			
Wakeup key	+/=	+/=	+/=
Change connection on wakeup	**Yes**	**Yes**	**Yes**
Use 'ise' instead of 'ize'	**Yes**	**Yes**	**Yes**
Font	**Geneva/Arial 18 pt bold**	**Geneva/Arial 14 pt bold**	**Geneva/Arial 12 pt bold**
Cursor	**Solid**	**Solid**	**Solid**
Speech On	**Yes**	**Yes**	**Yes**
Click Feedback	**No**	**No**	**No**
Voice	**Victoria/ Wade**	**Victoria/ Wade**	**Victoria/ Wade**

Option	Beginning Writer	Intermediate Writer	Advanced Writer
Speech & Scanning Options…			
Speak w arrow/scan	Yes	Yes	Yes
Speak w mouse	Yes	Yes	Yes
Speak in-line	No	No	No
Speak accepted word	Yes	Yes	Yes
Speak sentence	Yes	Yes	Yes
Speak each letter	No	No	No
Scan automatically	No	No	No
Scan in a loop	Yes	Yes	Yes
Pause for Discover	Yes	Yes	Yes
Scan rate	5	5	5
Pre-scan delay	0	0	0

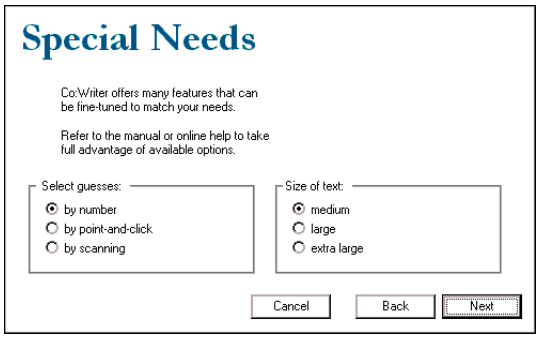
Talk Mode Settings for Writer Templates

Option	Beginning Writer	Intermediate Writer	Advanced Writer
Colors…			
Background Color	Navy	Navy	Navy
Text Color	Yellow 20	Yellow 20	Yellow 20
Cursor Color	Red 80	Red 80	Red 80
Number of Guesses	**4**	**5**	**6**
Hide Numbers	**Yes**	**No**	**No**
Arrange Guesses…			
Arrangement of Guesses	Dynamic	Dynamic	Dynamic
Double space	No	No	No
Alphabetic order	No	No	No
Repeat Guesses	**Always**	**Always**	**Always**
Predict Ahead	**Yes**	**Yes**	**Yes**
Predict In-Line	**No**	**No**	**Yes**
Predict as Needed	**No**	**No**	**No**
Font	**Geneva/Arial 36 pt bold**	**Geneva/Arial 36 pt bold**	**Geneva/Arial 24 pt bold**
Speech On	**Yes**	**Yes**	**Yes**
Click Feedback	**No**	**No**	**No**

Special Needs Settings

The New Writer wizard lets you automatically adjust some settings when you check the "Click here if you use with Discover" option in the Who's Writing dialog.

After you select the writing and support levels for the writer, you are presented with an additional dialog.



The choices made in this dialog affect the default settings as listed below:

Select Guesses:	**Options that change**
By numbers	Show Numbers—Yes
By point-and-click	Show Numbers—No
By scanning	Show Numbers—Yes Scan Words Automatically—Yes

Size of Text:	**"Normal" font setting changes to:**
Medium	Geneva / Arial 18 pt
Large	Geneva / Arial 24 pt
Extra large	Geneva / Arial 48 pt

Appendix C
Compatibility Tips

Cross-Platform Compatibility

Writer files created in Co:Writer 4000 are compatible on either platform. If you plan to share writer files with a different computer, there are a few things you need to know.

Macintosh to Windows

Writer files that are created on a Macintosh can be used on a Windows machine without any modification. The .cwx extension ensures that they will work correctly with Co:Writer 4000.

Copy and Use Writer Files

1) Copy your writer files to a DOS-formatted floppy disk.
2) Copy the writer files to the Writer Files folder > CoWriter folder > Don Johnston folder on your Windows computer.
3) Double-click the writer file you want to use, or launch Co:Writer and use ***Open Writer…*** (File menu) to select the writer file.

Windows to Macintosh

Writer files that are created on a Windows machine can be used on a Macintosh, but are not immediately recognized as Co:Writer files. You can use them in two ways:

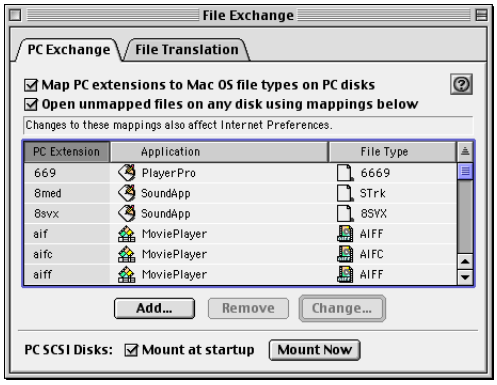
- Launch Co:Writer and use ***Open Writer…*** (File menu) to select the writer file.
- Configure File Exchange (or PC Exchange, depending on your system) to recognize the Co:Writer file format. Then you can either double-click the writer files to use them, or open them from within Co:Writer.

Copy Writer Files

1) Copy your writer files to a DOS-formatted floppy disk.
2) Copy the writer files to the Writer Files folder > CoWriter folder on your Macintosh computer.

Configure File Exchange/PC Exchange

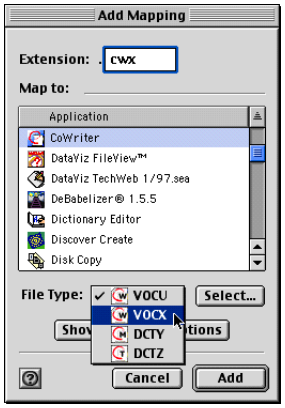
1) Open ***Control Panels*** and select ***File Exchange/PC Exchange***.



2) Click ***Add***.

3) In the application scroll field, locate CoWriter. Click to select it.

4) Enter "cwx" in the Extension/PC Suffix field.



5) Select "VOCX" in the File Type/Document Type popup menu.

6) Click ***Add***.

Now, when you copy Co:Writer files created on a Windows machine to your Macintosh, they will be fully recognized as Co:Writer 4000 files.

Using Existing Writer Files

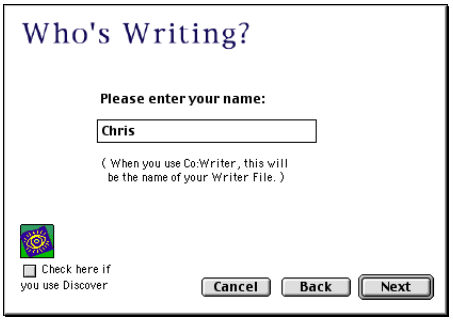
If you already have writer files that you want to use with Co:Writer 4000, just drag them into the Writer Files folder in the CoWriter 4000 folder. Then you can use them right away. When copied from computer to computer or across platforms, writer files will retain as many settings as possible.

Open an Existing Writer File

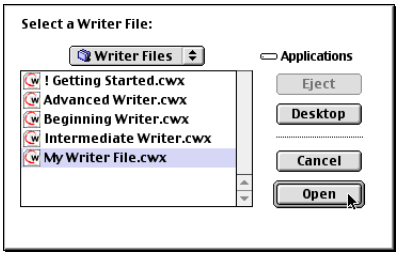
1) Copy the writer file you want to use to the Writer Files folder in your CoWriter 4000 folder.

2) Launch Co:Writer.

The first time you launch Co:Writer 4000, you are greeted with the New Writer Wizard. You can also get the New Writer Wizard by holding down Shift right after you launch the Co:Writer program.



3) At the Welcome to Co:Writer screen, click ***I already have a writer file***.



4) Select the writer file you want to use. Click ***Open***.

Co:Writer will step you through connecting to another program and will open with your writer file settings.

Tip: You can also use ***Open Writer...*** (File menu) to select the !Getting Started.cwx writer file to open the New Writer Wizard.

Using Co:Writer 4000 with Mac OS 9

Mac OS 9 has a control panel called ***Multiple Users*** which will let you set up a single computer for multiple users. There are three different user environments: Normal Finder, Limited Finder, and Panels mode (based on "At Ease"). The last two environments provide restricted access, such that users can only access selected applications and documents can only be stored in the user's personal documents folder. The personal folders for different users are stored in .../ Users / UserName / ..., so that Judy's documents would be in .../ Users / Judy / Documents /.

Under OS 9, Co:Writer 4000 (v.4.02 and higher) will use the following options:

- **Auto-detection**
  Co:Writer 4000 will detect whether Multiple-User mode is in effect and active in the computer. If this is the case, Co:Writer 4000 will automatically go into its own multi-user mode, in which it will treat all files in the CoWriter 4000 folder as if they are locked. It will open dictionaries and other files as Read-Only, and it will not write any information to any files within the CoWriter 4000 folder. This read-only behavior is necessary for Co:Writer to work for restricted mode users under OS 9, since writing to a shared file (such as the titles in a CoWriter folder) is not permitted.

- **User Documents Folder**
  Co:Writer will use the user's Documents folder as a default location for writer files and personalized topic dictionaries.

- **User Preferences folder**
  Co:Writer will save the path to the last-used writer file in the user's Preferences folder, in a text file called "CoWriter Preferences." If it can't find this file, it will do "Getting Started." Since this Preferences folder is unique to each user, this means that Co:Writer 4000 will automatically do Getting Started for each user the first time he/she uses Co:Writer, and after that, just launching Co:Writer will automatically bring up the correct writer file!

- **Recent Applications menu**
  Co:Writer's starting dialog offers "Select an Application," which normally leads to a standard dialog displaying recent applications. This is OK for most users, but seems inappropriate for Panels users, who are normally shielded from such complexity.

  To remedy this, Co:Writer checks to see if the current environment is Panels mode, and if so, Co:Writer does not use the Recent Applications menu. Instead, when the user selects "Select an Application," the Co:Writer window will disappear, and a small instruction window will stay on the screen until the user clicks the mouse. This says "Launch your application, then press '+' to wakeup Co:Writer."

Note: Co:Writer will also not display the recent applications list if there are fewer than three recent applications to be displayed.

Note: Topic Dictionary Toolkit and Create Template will not work in restricted environments, since the user won't have access to the Topics folder or the My Templates folder. These are not grayed out in Co:Writer's Dictionaries menu; instead, the user just won't be able to open or save topic dictionaries, etc.

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